

---

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

---

DEC 21 1938  
204  
S 08 B  
1.4 8

1938 Agricultural Conservation Program  
Southern Region Bulletin 202

+

Instructions for Determining Farm  
Acreage Allotments and Normal Yields  
Under the 1938 Agricultural  
Conservation Program

+

Issued July 18, 1939



UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON: 1939

---



---

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

---

1938 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 202

---

## INSTRUCTIONS FOR DETERMINING FARM ACREAGE ALLOTMENTS AND NORMAL YIELDS UNDER THE 1938 AGRICULTURAL CONSERVATION PROGRAM

---

### TABLE OF CONTENTS

	Page
<b>PART I. COTTON:</b>	
A. County office procedure.....	3
Section 1. Eligibility.....	3
2. Rule of fractions.....	3
3. First grouping of 1937 work sheets.....	3
4. Filling out table on back of work sheets.....	4
5. Determining the tilled acreage for the farm.....	8
6. Regrouping of work sheets for determining 1938 acreage allotments.....	9
7. Filling out Form ACP-58.....	9
8. Establishment of normal yield of lint cotton per acre..	13
B. State office procedure.....	14
Section 9. Recheck of county office work.....	14
10. Procedure for determining second tilled acreage factor for group 1-A farms.....	15
11. Procedure for determining the 1937 county cotton acreage.....	18
12. Determination of 50 percent minimum acreage allot- ment.....	21
13. Accounting for 4 percent State reserve and increase in allotments from the application of the 50 percent minimum.....	22
14. Determination of allotments for group C-2 farms.....	23
15. Approval of normal yields and establishment of mini- mum farm marketing quotas.....	26
C. Miscellaneous provisions.....	27
Section 16. Procedure for establishing administrative areas.....	27
17. Apportioning among farms any unused cotton acreage..	31
<b>PART II. WHEAT.....</b>	<b>40</b>
<b>PART III-A. FLUE-CURED TOBACCO:</b>	
Section 31a. Procedure.....	40
32a. Entering data on listing sheets.....	40
33a. Preparation of listing sheets.....	41
34a. Recommendation by committeemen of 1938 base or normal tobacco acreage.....	44
35a. Listing recommended readjusted tobacco acreages in the county office and forwarding listing sheets to the State office.....	46
36a. Determination by State office of adjustments in recom- mended readjusted base acreages.....	46
37a. Establishment and notice of individual farm acreage allotments.....	46
38a. Determination of farm normal yields.....	47



	Page
<b>PART III-B. BURLEY TOBACCO:</b>	
Section 31b. Procedure.....	47
32b. Entering data on listing sheets.....	48
33b. Preparation of listing sheets.....	48
34b. Recommendation by county committee of base acreages for farms in each group.....	50
35b. Listing recommended readjusted tobacco acreages in county office and forwarding listing sheets to the State office.....	51
36b. Determination by State office of adjustments in recom- mended readjusted base acreages.....	51
37b. Establishment and notice of individual farm acreage allotments.....	51
38b. Determination of farm normal yields.....	51
<b>PART III-C. TYPE 62 TOBACCO:</b>	
Section 31c. Procedure.....	52
32c. Entering data on listing sheets.....	52
33c. Preparation of listing sheets.....	53
34c. Recommendation by community and county committees of 1938 acreage allotments for farms in each group.....	55
35c. Recommendation by community and county committees of 1938 normal yields for farms in each group.....	57
36c. Listing recommended acreage allotments in county office and forwarding listing sheets to the State office.....	57
37c. Approval by State office of recommended acreage allot- ments.....	57
38c. Establishment and notice of individual farm acreage allotments.....	58
<b>PART III-D. TYPE 45 TOBACCO:</b>	
Section 31d. Procedure.....	58
32d. Entering data on listing sheets.....	58
33d. Preparation of listing sheets.....	59
34d. Recommendation by community and county committees of 1938 acreage allotments for farms in each group.....	61
35d. Recommendation by community and county committees of 1938 normal yields for farms in each group.....	62
36d. Listing tobacco acreage allotments in county office and forwarding listing sheets to the State office.....	63
37d. Approval by State office of recommended acreage allot- ments.....	63
38d. Establishment and notice of individual farm acreage allotments.....	63
<b>PART IV. RICE:</b>	
Section 41. Introduction.....	64
42. Definitions.....	64
43. Form SR-206, Producer's Rice Acreage Allotment and Production.....	65
44. Form ACP-62, Summary of Producers' Rice Acreage Allotments and Production.....	67
45. Form ACP-61, Declaration of Rice Acreage.....	67
46. Form ACP-63, Schedule of Rice Acreage.....	69
47. County office instructions for filling out Form SR-204R.....	70
<b>PART V. POTATOES:</b>	
Section 51. Procedure.....	71
52. Preparation of listing sheet.....	72
53. State office procedure.....	73
<b>PART VI. PEANUTS:</b>	
Section 61. Farms for which a peanut acreage allotment may be established.....	73
62. Procedure.....	73
63. Preparation of listing sheet, Form SR-204-P.....	74
64. Community and county committees readjustment of 1938 acreage allotment and yield.....	76
65. Approval and notice of individual farm acreage allotments and yields.....	76
<b>PART VII. GENERAL CROPS:</b>	
Section 71. State and county instructions in area A.....	76
72. State and county instructions in area B.....	80



## Part I. INSTRUCTIONS FOR DETERMINING 1938 FARM COTTON ACREAGE ALLOTMENTS AND NORMAL YIELDS

### A. COUNTY OFFICE PROCEDURE

**SECTION 1. Eligibility.**—A cotton acreage allotment will be determined for each farm on which cotton was planted in any one or more of the years 1935, 1936, and 1937 and also for farms on which cotton was not planted in any of the 3 years 1935 to 1937 but on which cotton is planted in 1938.

**SEC. 2. Rule of fractions.**—All figures regarding tilled acreage entered in the right margin of section I of the work sheet (Form SR-101) shall be rounded to the nearest whole acre. The diverted acreage, all measured acreage, and the 1937 rice acreage shall be shown to the nearest tenth of an acre. The sum of the actual acreage plus the acreage diverted from cotton production, which will be entered in the column headed "Total" in table 1 of the work sheet if more than 10 acres shall be rounded to the nearest whole acre, or if less than 10 acres shall be shown to be the nearest tenth of an acre. The average wheat acreage, if table 3 is executed for wheat, and the "Average wheat base acreage," which will be shown in the margin at the bottom of table 3, shall be shown to the nearest tenth of an acre if less than 10 acres, or if 10 acres or more shall be rounded to the nearest whole acre. In rounding fractional acreage, five-tenths of an acre or less shall be dropped, and more than five-tenths of an acre shall be considered a whole acre.

**SEC. 3. First grouping of 1937 work sheets.**—The State office will provide each county office with a list of work sheets executed in connection with the 1937 program classified according to the group in which the work sheet was included. The group letter indicated on the list received from the State office should be transferred to the top center above section I of the applicable work sheet bearing the serial number on the State office list.

All additional 1937 work sheets executed in 1938 must be grouped. They will not be included on the list received from the State office. It is necessary that the group classification be determined and verified, after which the group number (N-N, O-O, etc.) should be entered at the top, directly over section I of the work sheet. Additional 1937 work sheets executed in 1938 will be grouped in the same manner as work sheets signed in connection with the 1937 program with the following exceptions: (1) Double letters (N-N, O-O, etc.) will be used, (2) no distinction need be made between cotton harvested and not harvested in 1937, and (3) groups V-V and W-W have been added.

It is most essential that all work sheets be classified in their respective groups. To determine the proper classification, the three divisions of section III of the work sheets should be thoroughly understood. The **first part** relates to former serial number references. The **second part** refers to the farm in 1937 as it relates to the cropland covered by a 1936 work sheet, a 1935 cotton contract, or a 1935 Bankhead application. Depending on the execution of these preceding parts of section III, the **third part** provides a place for listing the various references ("part of," and "all") incident to properly

explaining the relation of the farm as it was in 1937 to previous adjustment programs. When section III is correctly executed grouping should begin as follows:

(1) If the word "is" is entered in both spaces of the second part of section III, the work sheet falls into one of the two major groups, N-N and O-O, whichever is applicable in accordance with the data outlined in (a) and (b) below.

(a) If a contract reference is shown the work sheet will be identified at the top center as **group N-N**.

(b) If only a Bankhead reference is shown the work sheet will be identified as **group O-O**.

(2) If the spaces in the second part of section III are executed as "is not"—"is not," "is not"—"x," or "x"—"is not," the work sheet will be identified at the top center as **group P-P**.

(3) If the second part of section III is executed as an "is"—"is not" case or "is"—"x," the work sheet will be identified at the top center as **group Q-Q**.

(4) If the second part of section III is executed as an "is not"—"is" case, the work sheet will be identified at the top center as **group R-R**.

(5) If the first space in the second part is deleted with the letter "x" and the second space is an "is" case, the work sheet will be identified at the top center as **group S-S**.

(6) Work sheets representing farms for which a cotton base has never been established but on which cotton was planted at least once during the period 1928 to 1935 will not have a reference to either a 1936 work sheet or a cotton contract. Such work sheets will be identified at the top center as **Group U-U**. Also, classify in group U-U any work sheets representing farms for which a 1937 cotton base could have been established but not provided for in the foregoing groups.

(7) Any work sheets for which a cotton acreage allotment will not be established for 1938 will be identified at the top center as **group T-T**.

(8) Work sheets representing farms on which a cotton base had not been previously established and on which cotton was planted in 1936 for the first time since 1927, as shown in table 1, should be identified at the top center as **group V-V**.

(9) Work sheets representing farms on which cotton was planted in 1937 for the first time since 1927, as shown in table 1, will be identified at the top center as **group W-W**.

**SEC. 4. Filling out table 1 on back of the work sheet.**—It is necessary that table 1 be completely executed for every cotton farm for the years 1933 through 1937. The table should be changed so as to provide space for diverted acreage and for actual plus diverted cotton acreage for each of the applicable years 1935, 1936, and 1937. The space in the column headed "Year" in such table should be subdivided into two columns. The right column should be headed "Diverted" and the left column headed "Total." If found more convenient, such headings may be abbreviated by using the letters "D" and "T." Enter in the column headed "Diverted" the acreage diverted from cotton during each applicable year. Enter in the "Total" column the actual plus diverted acreage for each applicable year. The year "1932" in the fifth line should be changed to read "1937." For work sheets for which data will have been entered previously for 1932, strike through such data and enter the 1937 data therein.

(a) **Obtaining cotton acreage data for 1935-37.**—(1) **Actual cotton acreage.**—The actual cotton acreage for each of the years 1935, 1936, and 1937 will be entered in the applicable spaces in the column headed "Acreage" in table 1 on the back of the work sheet. This entry will be made for all 1937 work sheets; that is, for work sheets executed in connection with the 1937 program, and also for



the additional 1937 work sheets executed in 1938. The actual cotton acreages for 1935 and 1936 can be secured from section I, line 2, columns D and G, respectively, of the work sheet. The 1937 cotton acreage, for work sheets for which a report of performance (Form SR-108 or Form SR-113), was executed, should be entered in the applicable space in table 1 from line 8, column (B), of the respective Form SR-108 or from line 10, column B, Form SR-113. For farms for which a report of performance was not executed, the 1937 cotton acreage must be secured from the producer.

**(2) Diverted cotton acreage:**

**a. For all 1937 program work sheet farms.—**

**For group N farms.**—For all work sheets designated in group N the 1935 diverted acreage will be entered in the column headed "Diverted," from item 2, section II, Form No. Cotton 121. The 1936 diverted acreage will be the difference between the 1936 base and the 1936 measured cotton acreage, but not in excess of 35 percent of the 1936 base, or in excess of 2 acres if such base is 5 acres or less, as determined from line 2, section I, columns E and G, Form SR-101. The 1937 diverted acreage will be the difference between the 1937 base and the 1937 measured cotton acreage, but not in excess of 35 percent of the 1937 base or in excess of 2 acres if the base is 5.7 acres or less, as determined from the data shown in line 2, column M, section I, and the 1937 measured cotton acreage shown in table 1, Form SR-101. If the tabulation of the 1937 diverted acreage for participants, as determined (during the week ending January 22), is available in the county office, the 1937 diverted acreage may be transcribed from column (4) of the tabulation.

**For group O farms.**—For work sheets designated in group O, a zero will be entered in the space for the 1935 diverted acreage. The 1936 and 1937 diverted acreage will be determined as outlined above for work sheets designated in group N.

**For group S farms.**—For work sheets designated in group S the 1935 diverted acreage will be obtained from item 2, section II, Form No. Cotton 121, if any. If only a Bankhead reference is shown for the work sheet, Form No. Cotton 121 will not be available, in which case a zero will be entered as the 1935 diverted acreage. A zero will be entered for the 1936 diverted acreage for all work sheets in this group. The 1937 diverted acreage will be determined as outlined above for work sheets designated in group N.

**For group V farms.**—For work sheets designated in group V a zero will be entered in the space for the 1935 and 1936 diverted acreage. The 1937 diverted acreage will be determined as outlined above for work sheets designated in group N.

**For group Q farms.**—For work sheets designated in group Q a line should be drawn through the columns headed "Total" and "Diverted" for 1935. The 1936 and 1937 diverted acreage will be determined as outlined above for work sheets designated in group N.

**For group R farms.**—For work sheets designated in group R the 1935 diverted acreage will be obtained from item 2, section II, Form No. Cotton 121, if any. If only a Bankhead reference is shown for the work sheets, Form No. Cotton 121 will not be available, in which case the 1935 diverted acreage will be zero. A line should be drawn through the columns headed "Total" and "Diverted" for the year 1936. The 1937 diverted acreage will be determined as outlined above for group N.

**For groups P and U farms.**—For work sheets designated in groups P and U a line should be drawn through the columns headed "Total" and "Diverted" for the years 1935 and 1936. The 1937 diverted acreage will be determined as outlined above for work sheets designated in group N.

**For group T farms.**—For work sheets designated in group T the 1937 diverted acreage will be zero. The cropland covered by the 1937 work sheet, however, may be identical with the cropland covered by a 1935 cotton contract or a 1936 work sheet, in which case determine the diverted acreage, as outlined above for work sheets designated in group N, only for the year in which the cropland is identical with the cropland covered by the 1937 work sheets.

### b. For additional 1937 work sheet farms:

**For group N-N farms.**—For work sheets designated in group N-N the 1935 and 1936 diverted acreage will be determined as outlined above for work sheets designated in group N. The 1937 diverted acreage will be zero.

**For group O-O farms.**—For work sheets designated in group O-O the 1935 and 1937 diverted acreage will be zero. The 1936 diverted acreage will be determined as outlined above for work sheets designated in group N.

**For group S-S farms.**—For work sheets designated in group S-S the 1935 diverted acreage will be determined as outlined above for work sheets designated in group S; the 1936 and 1937 diverted acreage will be zero.

**For group Q-Q farms.**—For work sheets designated in group Q-Q a line should be drawn through the columns headed "Total" and "Diverted" for 1935. The 1936 diverted acreage will be determined as outlined above for work sheets designated in group N. The 1937 diverted acreage will be zero.

**For group R-R farms.**—For work sheets designated in group R-R the 1935 diverted acreage will be determined as outlined above for work sheets in group S. The 1936 and 1937 diverted acreage will be zero.

**For groups P-P and U-U farms.**—For work sheets designated in groups P-P and U-U a line should be drawn through the columns headed "Total" and "Diverted." The 1937 diverted acreage will be zero.

**For group T-T farms.**—For work sheets designated in group T-T the 1935 and 1936 diverted acreage, if any, will be determined as outlined above for work sheets in group T. The 1937 diverted acreage will be zero.

**For group W-W farms.**—For work sheets designated in group W-W the diverted acreage will be zero.

(3) **Total of actual acreage plus diverted acreage.**—For each of the years 1935, 1936, and 1937 the actual acreage will be added to the diverted acreage and the sum entered in the column for "Total" except that no entry will be made in the "Total" column if it has been lined out.

The largest acreage (actual plus diverted) for any of the years 1935, 1936, and 1937 as shown in the column headed "Total" shall be encircled, using a red pencil.

(b) **Obtaining cotton acreage data for 1933 and 1934 and yield data for 1933-37.**—The acreage and yield for the years 1933 and 1934 and the yield for the years 1935 to 1937, inclusive, should be entered in table 1 of the work sheet from the following sources:

For the year	Source of information
1933-----	<ol style="list-style-type: none"> <li>1. Table 1, items 1 and 5, Form Cotton 1-b; or</li> <li>2. Items 1 and 11—(1) on plow-up contract; or</li> <li>3. Table 2, line 2, Form Cotton 101A; or</li> <li>4. Table 1, line 1, Form B. A. 8; or</li> <li>5. Table 1, line 2, Form B. A. 208; or</li> <li>6. Form No. Cotton 2 and/or 9.</li> </ol>
1934-----	<ol style="list-style-type: none"> <li>1. Preamble, Form No. Cotton 104; or</li> <li>2. Preamble, Form No. Cotton 102; or</li> <li>3. Table 2, line 1, Form Cotton 101A; or</li> <li>4. Table 1, line 1, Form B. A. 208 for acres and columns 7, 9, 10, 11, and 12, Form D. C. 1, for production.</li> </ol>
1935-----	<ol style="list-style-type: none"> <li>1. Sec. II, line 1, column (D), Form SR-1; or</li> <li>2. Record of tax-exemption certificates used; or</li> <li>3. Preamble, Form C. A. P. 2, for production.</li> </ol>
1936-----	<ol style="list-style-type: none"> <li>1. Section 1, line 2, column H, Form SR-101.</li> </ol>
1937-----	<ol style="list-style-type: none"> <li>1. Sales certificates for 1937 cotton price adjustment payments and/or gin tickets.</li> </ol>



In the above references for years for which production is shown only in bales and the average weight of lint per bale is not shown in the references, 478 pounds should be used in computing the actual production represented by the number of bales shown.

If the farm covered by a 1937 work sheet is a split or a combination and the above references for any year cover only a part of or more than the farm represented by the 1937 work sheet, the letter "S" (for split) or the letter "C" (for combination) should be entered in the space for the yield for the year(s) in which the farm as constituted in such year is not identical with the farm in 1937. No acreage figure will be entered for such year. In appraising the normal yield for the farm the county committee shall take into consideration the data in the county office with respect to yields for the year(s) before such farms were split or combined, together with the appraised yields for other farms in the same community similar with respect to type of soil, drainage, production practices, and general fertility of the land.

When the acreage and yield have been entered for the years during the period 1933-37 in which cotton was produced on the farm, the production should be computed for each such year. This can be done by multiplying the acreage by the yield as shown in the last two columns of table 1. The production should be shown in whole pounds, fractions of five-tenths or less being dropped and fractions of more than five-tenths being considered a whole pound.

The data shown in table 1 for the years 1933-37, inclusive, should then be summarized. Data previously entered in the last four lines of table 1 should be stricken out. Totals of the production and acreage for the period 1933-37 should be entered on the line provided for that purpose and the average yield should be computed by dividing the total production by the total acreage and entered in the appropriate column on the same line. The line "Average" should be left blank.

(c) **Committee recommendations.**—Farms on which cotton was not planted during any of the three years 1935, 1936, and 1937, but on which cotton will be planted in 1938, will be classified in **group C-2** in connection with determining 1938 farm cotton acreage allotments.

The line labeled "1928" in Table 1 on the back of the work sheet should be changed to read "1938" and the producer's intended 1938 cotton acreage entered in the appropriate column. The line labeled "Average" should be left blank. The word "Average" in the last two lines should be changed to read "Acreage." The community committee and the county committee, respectively, will enter their recommendations of the 1938 cotton acreage allotment for the farm in the appropriate column on such lines.

In recommending a cotton acreage allotment for such farms, the community and county committees shall take into consideration the land, labor, and equipment available for the production of cotton, crop rotation practices, the soil and other physical facilities affecting the production of cotton, and the cotton acreage allotments to be established for those farms on which cotton was planted in 1935, 1936, or 1937, that are similar with respect to the above factors. The committees should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which they find the farm



is capable of growing in the year for which the allotment is made. The acreage on the farm suitable for cotton growing which is being tilled, or has been tilled in the previous year, will reflect the several factors to be taken into consideration and will form the basic index of the farm's capacity for cotton production.

**SEC. 5. Determining the tilled acreage for the farm.**—For all farms for which an Application for Wheat Adjustment Contract for 1936-39, Form Wheat-201, was executed, the average base wheat acreage shown in section X, line 67, column (b), of such form should be entered on the back of Form SR-101 in the margin at the bottom of table 3 directly under the column headed "Acreage." Such acreage should be properly identified by inserting the expression "Average wheat base acreage" at the left under the column headed "Year." For farms for which a Form Wheat-201 was not executed, table 3 of the work sheet should be changed to read "Wheat" and the first two columns for production and seeded acreage, respectively, should have been executed for the years 1930 to 1937, inclusive. For such farms determine and enter the total acreage and average acreage (dividing the total by the number of years for which data were entered), and enter the community and county committees' adjustments in the spaces provided at the bottom of table 3.

For farms on which rice was planted in 1937, the rice acreage from line 11, column (B), Form SR-108, should be entered on line 7 to the right of column M, Form SR-101.

From the 1937 cropland shown in line 13, column M, of the work sheet deduct the acreage of orchards and vineyards as shown in line 10, column M, entering the difference on line 10, extended, in the right margin. The county committee, working with the community committee, will then further reduce the entry in the margin of line 10 by that part of the idle cropland acreage for the farm, as shown in line 12, column M, which is considered to be permanently idle land; that is, land which is not tilled in a regular, established rotation; and also restoration land should be excluded. The tilled acreage, excluding orchards and vineyards, further adjusted downward by the county committee, should be entered in the margin directly below, on line 12, extended.

In the right margin of line 13, extended, enter the **final** tilled acreage adjusted for the farm. The **tilled acreage adjusted** is determined by subtracting from the sum of (1) any acreage of farm land which was not classed as cropland in connection with the 1937 Agricultural Conservation Program which was tilled in 1937 as shown to the left of columns (B) and (D) on Form SR-108 plus (2) the acreage entered in the margin on line 12, extended, the following acreages, if any; (1) the tobacco base(s) shown in line 3 (or any other line), column M, Form SR-101; (2) the 1937 planted rice acreage as entered in the right margin on line 7, extended; (3) the average wheat base acreage, if any, as shown in the margin at the bottom of table 3 under the column headed "Acreage" or, if such entry has not been made, the adjusted average wheat acreage (county committee) as shown in the last line of table 3, and (4) the acreage of sugarcane for sugar on the farm.

Column M will not have been executed for additional 1937 work sheets executed in 1938, in which case the data shown in column



**K** should be used in determining the tilled acreage adjusted for the farm. The county office should use extreme care in determining this acreage. For new farms and for farms which were not operated in 1937 the intended 1938 acreages in column G shall be used to determine the acreage of land tilled annually or in regular rotation, as well as the tilled acreage adjusted for the farm.

**SEC. 6. Regrouping of work sheets for determining 1938 acreage allotments.**—After table 1 has been executed as outlined above, all 1937 work sheets will be separated into three groups, 1-A, 1-B, and C-2. **Group 1-A** will represent all work sheets for which the encircled figure shown in column headed "Total" in table 1 is 5 acres or more. **Group 1-B** will represent all 1937 work sheets for which the encircled figure in the column headed "Total" is less than 5 acres. **Group C-2** will represent all 1937 work sheets executed for farms on which cotton was not planted during any of the 3 years 1935, 1936, and 1937, but on which the operator has indicated that cotton will be planted in 1938.

**SEC. 7. Filling out Form ACP-58.**—

(a) **Tabulation of farms in group 1-B.**—All group 1-B farms shall be tabulated first. The names of the State and county,<sup>1</sup> the group number, and the page number will be entered in the spaces provided. Columns 1, 2, 3, 4, 5, and 6 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 serial number-----	Upper right corner of 1937 work sheet, Form SR-101.
3. Name of 1937 operator-----	Upper left corner of work sheet, Form SR-101.
4. Name of 1938 operator-----	Enter as soon as available.
5. Tilled acreage adjusted-----	Enter the figure from line 13, in the margin to the right of column N, Form SR-101.
6. Farm acreage allotment limited by actual plus diverted acreage.	Enter the figure encircled in red in the column headed "Total" in table 1 on the back of the work sheet, Form SR-101.

All other columns shall be left blank on the group 1-B listing sheet.

The figures in column 6 should be checked to determine that each is less than 5 acres. The total county allotment will be furnished by the State office and should be entered in allotment item 1 at the top of the listing sheet, Form ACP-58. Column 6 shall then be added and the total entered in allotment item 2. Allotment item 3 shall be determined by deducting allotment item 2 from allotment item 1. If allotment item 3 is more than the number of acres determined by multiplying by 5 the number of farms in group 1-A, the operators of group 1-B farms **may** be notified of the amount of the 1938 cotton acreage allotment for their farms, such allotment being the figure entered in column 6. The allotments for group 1-B farms will be subject to the approval of the State office and must be corrected if found to be in error. If allotment item 3 is less than 5 acres for each

<sup>1</sup>The word "county" as used herein means county or parish or administrative area, if any.

farm included in group 1-A, the operators of farms listed in group 1-B should **not** be notified of the amount of their allotment and the county office should proceed with the listing of group 1-A farms through column 6 and forward to the State office the listing sheets for groups 1-A and 1-B farms, together with the applicable work sheets, disregarding the procedure for obtaining the factor.

(b) **Tabulation of farms on group 1-A.**—After farms in group 1-B have been tabulated, all group 1-A farms shall be tabulated. The names of the State and county, the group number, and the page number will be entered in the spaces provided. The lines in some of the columns have been subdivided by a dotted line. In entering the data on Form ACP-58, the county office will use the lower space of each line. Each column will be filled out in accordance with the following instructions, except that if the number of farms in group 1-A times 5 acres is more than allotment item 3 only the first six columns should be listed:

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 serial number-----	Upper right corner of 1937 work sheet, Form SR-101.
3. Name of 1937 operator-----	Upper left corner of 1937 work sheet, Form SR-101.
4. Name of 1938 operator-----	Enter as soon as available.
5. Tilled acreage adjusted-----	Enter the figure from line 13, in the margin to the right of column N, Form SR-101.
6. Total cotton acreage (actual plus diverted).	Enter the figure encircled in red in the column headed "Total" from table 1 on the back of the 1937 work sheet, Form SR-101.
7. Tilled acreage adjusted times factor.	Multiply the factor <sup>1</sup> by the number in column 5 and enter the result in column 7.

<sup>1</sup> The procedure for determining the factor is contained in subsection (e) of this section.

(There will be only one figure entered in each line for the next two columns 8b and 9b. For example, if a figure is entered in line 2, column 8b, there will be no figure entered in line 2 for column 9b. The figure entered in column 6 shall be compared with the figure entered in column 7 and one of these figures entered in either column 8b or column 9b in accordance with the instructions for filling out these columns.)

Column number and heading	Source of information
8b. <sup>1</sup> 5-acre minimum and limited by actual plus diverted acreage.	Enter in column 8b the figure "5.0" when the figure in column 7 is less than 5 acres. If the figure in column 6 is less than the figure in column 7, enter in column 8 the figure in column 6. For example, if the figure in column 6 is "12 acres" and the figure in column 7 is "14 acres," enter "12 acres" in column 8b.
9b. Allotment limited by tilled acreage.	If the figure in column 7 is smaller than the figure in column 6, enter in column 9b the figure from column 7. For example, if the figure in column 6 is "27 acres" and the figure in column 7 is "22 acres," enter in column 9b the figure "22 acres."

<sup>1</sup> The county office will use columns 8b and 9b, leaving columns 8a and 9a blank.



Columns 5 through 9 should be added. The number of farms tabulated should be counted and the total entered in column 2.

A county summary should be made of each of the columns 4 through 9. This should be done by entering the totals of every page on a blank Form ACP-58 with the expression "County Summary" written in the space provided for the group designation. The page number should be shown in column 3.

Columns 10 through 20 will be filled out in the State office.

(c) **Tabulation of farms in group C-2.**—The county office shall fill out columns 1 through 5 of Form ACP-58 for group C-2 cotton farms in accordance with the instructions in subsection (b) above for filling out such columns with respect to farms tabulated in group 1-A.

When columns 1 through 5 of Form ACP-58 have been filled out for all group C-2 cotton farms in the county, the county office shall transmit the group C-2 listing sheets, along with all group C-2 work sheets, to the State office.

(d) **Rule of fractions.**—Figures entered in column 5 should be shown as whole numbers in all cases. Figures shown in columns 6, 7, 8b, 9b, 10, 11, and 12 should be expressed as whole numbers, except that if any figure is less than 10.0, it should be shown in tenths of an acre. Figures shown in columns 8a and 9a should be expressed as whole numbers, except that if the entry in the corresponding "b" column is less than 10.0 they should be shown in tenths of an acre. If any State office considers it advisable, figures entered in any or all of the above columns may be expressed in tenths of an acre.

(e) **Determining the percentage factor used in computing column 7.**—Allotment item 3 shall be divided by the total of column 5 for group 1-A farms. The decimal fraction resulting shall be carried six (6) places beyond the decimal point. This factor shall then be entered in the heading of column 7 and multiplied by each figure in column 5. The resulting figure shall be entered in column 7; the factor shall also be applied to the total of column 5 for each page and the result entered in the box below column 7. The total of column 7 for each page shall be compared with the figure in the box immediately below column 7 for each page. The difference in these two figures should not be more than 3 or 4 acres for each page.

(f) **Determination of the amount of reserve to be allotted farms with allotments from 5 to 15 acres.**—The act provides that not more than 3 percent of the county allotment (after certain deductions) shall be allotted to farms in group 1-A to which an allotment of not more than 15 acres would be made. In order for the county committee to determine the maximum amount of the reserve which may be allotted to these farms, a number of acres equal to five times the number of farms listed in group 1-A shall be deducted from allotment item 3 and the remainder multiplied by 0.03. This is allotment item 4 and shall be entered in the space provided on the listing sheet. For example, if the total county acreage allotment (allotment item 1) is 30,000 acres and the total of column 6 for group 1-B farms (allotment item 2) is 1,000 acres, allotment item 3 would be 29,000 acres. If there are 2,000 farms listed in group 1-A, the maximum reserve (allotment item 4) would be 570 acres or 3 percent of 19,000. (30,000 minus 1,000 equals 29,000; 29,000 minus (5 times 2,000 equals 10,000) equals 19,000; 19,000 times 0.03 equals 570.)

In recommending a reserve for all 5- to 15-acre farms the county committee should take into consideration the number of these farms as well as the relationship of the actual plus diverted acres to the allotment based on tilled acres for these farms.

Columns 8b and 9b shall be summarized and the county total for these two columns obtained. If the total of these two columns is in excess of allotment item 3, or less than allotment item 3 minus allotment item 4, the listing sheets must be sent to the State office and a second factor applied before final allotments can be determined. The county committee should recommend a reserve to be allotted by them to farms which would otherwise receive an allotment of 5 to 15 acres. The recommended reserve should not be more than 75 percent of allotment item 4 nor less than 25 percent of allotment item 4, unless a variation is approved by the State office, and should be entered in the space provided for allotment item 5.

However, if allotment item 3 minus the total of columns 8b and 9b does not exceed allotment item 4, and the county committee recommends that the reserve be the difference in allotment item 3 and the total of columns 8b and 9b, it will not be necessary for the State office to apply a second factor. If the State office finds the listing sheet correct, the farm acreage allotments may be approved without further delay. If the county committee finds that such difference is not an equitable reserve for 5- to 15-acre farms, an equitable reserve should be recommended not to exceed 75 percent of allotment item 4 and the listing sheets forwarded to the State office so that a second factor may be applied. The county committee should enter its recommended reserve in allotment item 5.

After the county committee has made its recommendation regarding the reserve, all Forms ACP-58 for both groups 1-A and 1-B should be signed by the county committee. Such forms, together with the county office copy of both the 1937 work sheets executed in connection with the 1937 program and the 1937 work sheets executed in 1938, shall be forwarded to the State office for audit and approval and for determining the second factor, if necessary, and the final allotment. Any errors made in columns 5 through 12 or in the determination of the first factor may affect the allotment to all group 1-A farms in the county. If there are any duplications or omissions the allotments to all group 1-A farms will be affected; consequently, **extreme care should be exercised in obtaining as accurate and complete a tabulation as possible, because any errors will delay the approval of the farm acreage allotments.**

(g) **County committee adjustment of 5- to 15-acre farms.**—After the State office has audited the listing sheet, applied the second factor, if necessary, and approved the farm allotments for farms in excess of 15 acres, the listing sheets will be returned to the county office. The State office will have approved a reserve for the adjustment of 5- to 15-acre farms. The county committee should enter in column 11 that part of the reserve which is to be allotted to each farm for which the entry in column 10 is less than 15 acres. The additional allotments when added to the figures in column 10 shall not increase the allotment to any farm above 15 acres, or above the highest number of acres planted and diverted in any 1 of the 3 years, 1935, 1936, and 1937.



The total of column 11 should be obtained, and if it is equal to the approved reserve, the county office will enter in column 12 the sum of columns 10 and 11 for 5- to 15-acre farms. Column 12 will then be added and **the total must equal allotment item 3.** If the county committee finds that the entire amount of the reserve cannot be allotted to the 5- to 15-acre farms on the above basis, and the total of column 11 does not equal the approved reserve, it will be necessary to send the listing sheets back to the State office for the application of a third factor.

**SEC. 8. Establishment of normal yield of lint cotton per acre.—**

In accordance with section 301 (b) (13) (E) of the Agricultural Adjustment Act of 1938, the normal yield for the farm will be the average yield for the years 1933–37, inclusive, where reliable records of the actual average yield of lint cotton per acre for **all** such years are presented by the farmer or are available to the committee. Reliable records are gin tickets and sale receipts for all the years during the 5-year period and the measured acreage for at least the last 4 years of such period. Such records must represent only the cotton produced on the land in the farm as covered by the 1937 work sheet.

For farms for which the normal yield is established from records of production and measured acreage no adjustments shall be made except for abnormal weather conditions. In making such adjustments downward for such farms, the adjustments must be limited to the percentage, if any, by which the normal yield for the county is below the actual yield for the county during the period 1933–37. The yields (based on records of production and measured acreage) as adjusted for abnormal weather conditions shall be the final yield for the farm and shall not be further reduced as provided hereinafter for farms for which the normal yield for the farm is appraised by the county committee.

The lines at the bottom of table 1 providing for adjustments by the community and the county committees shall be filled out **only** with respect to the **yield per acre** in the last column. If reliable records of the actual yield of cotton per acre for **every** year of the period 1933–37, inclusive, have not been presented by the farmer or are not available to the committee, or if for any year there was no actual yield because cotton was not planted in such year, the normal yield for the farm shall be the yield which, on the basis of all available facts, including the yield customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land, the county committee determines to be the yield which was or could have been reasonably expected on the farm for such 5-year period.

The community committee shall enter its appraisal of the normal yield for the farm in the last column on the line for "Adjusted average (community committee)." In the same column on the following line the county committee shall enter its appraisal of the normal yield for the farm.

When the county committee has determined the normal yield for every farm for which a Form SR-101 has been executed, all work sheets should be arranged in numerical sequence and a tabulation on columnar paper (hereinafter referred to as Form ACP-58-a) should be made as follows: Show in column 1 the work sheet serial num-

ber; show in column 2 the 1938 cotton acreage allotment established for the farm; show in column 3 the yield per acre as entered in the last column on the line for "Adjusted average (county committee)." When the above data have been tabulated for every work sheet for which a 1938 cotton acreage allotment has been established, show in column 4 the production for the farm as determined by multiplying the acreage in column 2 by the yield in column 3 of Form ACP-58-a. Then obtain the county totals of the acreage as shown in column 2 and the production as shown in column 4. Divide the total production by the total acreage to determine the weighted average yield for the farms tabulated. The weighted average yield for the farms tabulated must not exceed the normal yield established for the county. If the weighted average yield does not exceed the normal yield for the county, no further adjustments will be necessary.

If the weighted average yield determined as outlined above, however, exceeds the county yield, the excess must be eliminated by reducing the **appraised** yields for individual farms as shown in the last column on the line labeled "Adjusted average (county committee)." Adjustments should be made in extra columns of Form ACP-58-a. When the weighted average yield for all farms for which a Form SR-101 was executed has been adjusted to conform with the normal yield for the county, the adjusted yield for each farm should be entered on the work sheet in the blank space at the bottom of table 1 under the column for "Yield per acre." When the excess, if any, has been eliminated all work sheets should be returned to the State office for review, and approval, if found to be correct.

## B. STATE OFFICE PROCEDURE

### SEC. 9. Recheck of county office work.—

(a) **Audit of work sheets and listing sheets.**—The State office shall determine that a work sheet has been executed for all farms for which it has a record as having produced cotton during any of the years 1935 through 1937. **All** of the data entered on **all** work sheets by the county office, with respect to tilled acreage and the 1935, 1936, and 1937 actual plus diverted acreage, **must** be checked for accuracy in the State office. The procedure used by the county office for entering such data on the work sheet should be followed by the State office in making this check. Corrections should be made on the work sheets before checking the accuracy of the tabulation on Form ACP-58.

(b) **Group 1-B listing sheet.**—The space in each line of Form ACP-58 is divided by a dotted line in order that the State office may enter any necessary corrections on the form in the upper part of the space in the applicable line and draw a line through the incorrect entry immediately below.

The State office shall determine that each figure entered in column 6 is less than 5 acres and shall also determine that the total of such column is correct and that allotment item 2 is correct. Allotment item 3 shall then be checked by subtracting allotment item 2 from allotment item 1. Allotment item 4 shall be checked by multiplying by 0.03 allotment item 3 less an acreage equal to the number of farms in group 1-A times 5. If allotment item 3 is equal to or greater than



the number of farms in group 1-A times 5 acres, the county office should be notified that the acreage allotments for group 1-B farms are approved. If any errors are found in the allotment for any farms in group 1-B, the county office should be notified of the correct allotment for such farms.

(c) **Group 1-A listing sheet.**—The computation of the first factor shall be verified in accordance with procedure outlined for determining such factor, which is contained in instructions to the county offices.

Figures in column 7 shall be checked by multiplying such factor by the tilled acres adjusted as entered in column 5. The total of column 7 for each page shall be verified and then compared with the figure in the box below column 7, which is the first factor times the total of column 5 for the page. There should not be more than 3 or 4 acres difference in these two figures. The classification of the indicated allotments as entered in columns 8b and 9b should be checked in accordance with the instructions furnished the county office. The totals of these two columns should be verified.

(d) **Group C-2 listing sheet.**—When the State office has received the listing sheets, Forms ACP-58, and the group C-2 work sheets from the county office, the tabulation of data in columns 1 through 5 shall be verified by checking the entry in each such column with the applicable entry on the respective work sheet.

#### SEC. 10. Procedure for determining second tilled acreage factor for group 1-A farms.—

(a) **Determination of whether or not second factor is necessary.**—It will be necessary for the State office to compute and apply a second factor if—

(1) The total of columns 8b and 9b exceeds allotment item 3; or

(2) Allotment item 3 minus the total of columns 8b and 9b is more than allotment item 5. (If the excess is so small that it is not an appreciable amount, the State office should communicate with the county office regarding a change in their recommendation for a reserve so that a second factor would not be necessary, such recommendation cannot exceed allotment item 4.)

#### (b) **Determination of preliminary second factor.**—

(1) The total of column 9b shall be divided by the first factor and the result divided into allotment item 3 less the sum of (1) allotment item 5 and (2) the total of column 8b. The resulting decimal fraction should be considered the preliminary factor and should be carried six (6) places beyond the decimal point.

(2) a. On the first page of Form ACP-58 immediately below the word "Group" and to the right of the space provided for the allotment items, lines should be provided for four additional items, which are as follows:

Item	Source
Tilled acres for 1-A farms.....	Total of column 5 for group 1-A farms.
Tilled acres for 1-B farms.....	Total of column 5 for group 1-B farms.
Total tilled acres.....	Total of column 5 for groups 1-A and 1-B farms.
County cotton ratio.....	Allotment item 1 divided by total tilled acres for groups 1-A and 1-B farms. (Carry the resulting decimal fraction 6 places beyond the decimal point.)

b. If the county cotton ratio determined under paragraph (2) a, subsection (b) of this section, exceeds the first factor computed in accordance with the provisions contained in section 7, subsection (e), of this part I, and also is more than 105 percent of the preliminary second factor computed in accordance with paragraph (1) above, except as provided in subparagraph d below, the county cotton ratio shall be used as the final factor, irrespective of the provisions of subsections c and d below. When the county cotton ratio is applied to the adjusted tilled acreage as entered in column 5, the resulting product (but not in excess of the figure entered in column 6 and not less than 5) may be entered either in column 10 or in column 13 for any county. A uniform procedure should be followed for each county.

c. If the first factor computed in accordance with the provisions contained in section 7, subsection (e), of this part I exceeds the county cotton ratio, and also is more than 105 percent of the preliminary second factor computed in accordance with paragraph (1) above, it will not be necessary to apply a second factor and the first factor will be final, except as provided in subparagraph d below.

d. (1) For counties to which the provisions of subsection e below apply and for those counties in which the larger of (1) the county cotton ratio determined under paragraph (2) a, subsection (b), of this section and (2) the first factor computed in accordance with the provisions contained in section 7, subsection (e), of this part I, exceeds the preliminary second factor by more than 125 percent:

i. Divide the tilled acreage for group 1-A farms into allotment item 3 to arrive at a factor which shall be considered the first factor for these purposes.

ii. Multiply the larger of the county cotton ratio or the first factor determined under item i above by 80 percent (or such other percentage as is more applicable).

iii. Divide the factor obtained under item ii above into 5 acres to determine the tilled acreage for a farm which would be the tilled acreage breaking point for determining whether or not the allotment based on tilled acres would be in excess of 5 acres.

iv. On a blank tabulation sheet enter the serial number and tilled acreage for each farm for which the tilled acreage is in excess of the breaking point. (It is suggested that a separate list include the tilled acreage and serial numbers for farms for which the tilled acreage is 10 percent less than the breaking point in case it is necessary to increase the minimum percentage referred to in the third paragraph above.)

v. Multiply the number of farms listed under item iv by 5 acres.

vi. Multiply the tilled acreage under item iv by the factor under item ii.

vii. Subtract the amount obtained under item v from the amount obtained under item vi. For counties in which the county cotton acreage allotments were sufficient to provide for the exemptions under section 344, subsections (d) (1), (A), and (B) of the act, subtract from such result the amount by which allotment item 3 exceeds five times the number of group 1-A farms.

(2) For all other counties to which the provisions of (b) and (c) above apply:

i. Multiply the larger of the first factor or the county cotton ratio by the same percentage used under item (1) ii above.

ii. Multiply the factor obtained under item (2) i by the tilled acreage for farms for which there is an entry in column 9b of Form ACP-58.

iii. From the amount obtained under item (2) ii subtract the amount by which allotment item 3 exceeds the sum of the reserve for 5- to 15-acre farms recommended by the county committee and the total of column 8b of Form ACP-58.

The amounts obtained under items (1) vii and (2) iii should be added and the total for all applicable counties in the State obtained. If this amount is less than the amount obtained under item (3) of subsection (e) of this section, the procedure under paragraphs (2) b or (2) c, whichever is applicable, shall be followed. If this amount does not equal, or is more than, the amount remaining in subsection



(e), paragraph (3), vary the percentage used under item (1) ii and item (2) i above until such amount equals the amount remaining in subsection (e), paragraph (3). When this has been accomplished, apply the factors determined under item (1) ii and item (2) i above, whichever is applicable, as the final factor.

The final allotments should be computed for the largest county last. The exact amount of the reserve used in each county should be ascertained by subtracting the county cotton acreage allotment from the final allotments computed for all farms. Before computing final individual allotments for the last county, the amount available should be determined by summarizing the exact amount of the reserve used in each of the other counties and subtracting such sum from that part of the 4 percent reserve available after meeting the requirements of subsection (e), paragraph (3), and then compared with the estimated amount required to use the factor determined under item (1) i. Such factor should be adjusted to allow for variations in the actual amount allotted under the above procedure and the estimated amount required, provided that the percentage which the final factor used for the last county is of the larger of the first factor or county cotton ratio for such county does not vary more than 0.04 from the percentage used under item (1) i for other counties. In the event such percentage does vary more than 4 points, it will be necessary to revise the percentages used in items (2) i and (1) i.

**(c) Determination of final second factor when the preliminary second factor is larger than the first.**—If the preliminary second factor as determined under subsection (b) is larger than the first factor as determined by the county office and checked by the State office, the procedure outlined below shall be used to determine the final second factor.

(1) Determine the percentage which the preliminary second factor is of the first factor. (Carry out to one place beyond the decimal point.)

(2) The percentage obtained under item (1) should be applied to figures in column 9b.

(3) The amount, if any, by which the figure obtained under item (2) exceeds the figure entered in column 6 should be entered in column 9a.

(4) If the percentage obtained under item (1) is 110 or more, such percentage should be divided into 5 to obtain the acreage breaking point for farms for which the allotment will be at least 5 acres when the second factor is applied.

(5) Multiply each figure in column 7 which is between the figure obtained under item (4) above and 5 acres by the percentage obtained in item (1).

(6) Enter in column 8a the amount by which the figure obtained in item (5) exceeds 5 acres.

(7) From the sum of (1) allotment item 3 and (2) the total of column 9a subtract the sum of (1) allotment item 5, (2) the total of column 8a, and (3) the total of column 8b.

(8) Divide the amount obtained under item (7) by the tilled acreage used to compute the preliminary second factor. This decimal fraction will be the final second factor and should be carried six (6) places beyond the decimal point.

(d) **Determination of the final second factor when:** (1) the preliminary second factor is smaller than the first factor, (2) allotment item 3 is in excess of five times the number of group 1-A farms, and (3) the provisions of subsection (b), paragraphs (2) b, (2) c, and (2) d do not apply.—If the preliminary second factor as determined under subsection (b) is smaller than the greater of (1) the first factor and (2) the county cotton ratio but not less than 95.24 percent of the greater of (1) and (2), the preliminary second factor will be the final second factor.

(e) **Determination of the amount of the 4 percent State reserve to be apportioned when allotment item 3 is less than five times the number of group 1-A farms.**—(1) Add allotment item 2 to five times the number of farms tabulated in group 1-A.

(2) Subtract allotment item 1 from item 1 above.

(3) Subtract the sum of item 2 for all counties in the State from the 4 percent State reserve.

(f) **Application of final second factor.**—After the final second factor has been determined, it will be entered in the space provided in the heading of column 10. The factor should be multiplied by the figure in column 5 in cases where there is an entry in columns 8a and 9b and the result (but not less than 5 acres) or the figure in column 6, whichever is the smaller, entered in column 10.<sup>1</sup> For any line for which there is no entry in column 10 after the above procedure has been followed, enter in column 10 the figure from column 8b. Column 10 should then be summarized and the total compared with allotment item 3 minus allotment item 5. If there is any difference in these two figures, allotment item 5 must be adjusted or a third factor must be applied. If such difference is less than 10 percent of allotment item 5, allotment item 5 should be adjusted without communicating with the county committee. If such difference is more than 10 percent of allotment item 5, a thorough recheck of all computations should be made. If no errors are found, the county committee should be communicated with relative to the adjustment of the reserve. If the county committee does not recommend the change in the reserve, it will be necessary to apply a third factor in accordance with the procedure for determining a second factor.

After the county office has allotted the reserve for 5- to 15-acre farms, the listing sheets will be returned to the State office for final approval of the farm allotments for such farms.

The county office will have entered that part of the reserve to be allotted to each farm in column 11. The State office should determine that column 11 has been correctly added and that the total of such column equals the reserve. The entries in column 12 must be checked for each farm to determine that the final allotment equals the sum of columns 10 and 11. The addition of column 12 should be checked. The county total of such column must equal allotment item 3.

**SEC. 11. Procedure for determining the 1937 county cotton acreage.**—It is necessary to obtain the total 1937 planted acreage for all

<sup>1</sup> If the percentage which the final second factor is of the preliminary second factor is 110 or more, it will be necessary to inspect the figures in column 7 below the breaking point, in order that these farms which would receive an allotment in excess of 5 acres when the larger factor is applied will be given the correct allotment.



farms on which cotton was produced in each county. Using columnar paper on which counties are listed by crop-reporting districts, show for each county the following data:

Column number and heading	Source of information
1. Name of county-----	
2. The ratio of cotton base acreage to cropland for 1937 participants.	Enter the figure from line 15, column H, Form SR-104e. If such line has not been executed and final adjustments have not been determined, enter the percentage derived by dividing line 12, column D, by line 3, column D.
3. Overstatement ratio of 1935 nonsigners.	Enter the figure derived by dividing the total reported acres by the measured acres (column 6 plus column 7) for all farms shown on Form DC-17, excluding 1935 new growers.
4. 1937 measured cotton acres for farms for which measurements are available.	Expand item 3 of wire dated January 18 to include the 1937 measured cotton acres for every farm not shown in the January 22 tabulation.
5. 1937 planted cotton acreage for farms for which measurements are not available.	Enter the 1937 figure from the column headed "Acreage" from table 1 of Form SR-101.
6. 1937 cropland for farms for which measurements are not available.	Enter the figure from line 1, column K, Form SR-101, for every farm represented in column 5.
7. Ratio of 1937 cotton acreage to cropland (nonmeasured farms).	Column 5 divided by column 6.
8. Ratio relative of cotton percentages.	Column 7 divided by column 2.
9. 1937 nonmeasured acreage adjusted for overstatement.	Column 5 adjusted (in line with indications in columns 3 and 8).
10. -----	Leave blank pending further instructions.
11. Indicated 1937 acreage-----	Column 4 plus column 9.
12. 1937 cotton acreage-----	Enter the figure for the county shown on the tabulation transmitted from the Southern Division.
13. Ratio of indicated 1937 acreage to 1937 cotton acreage.	Column 11 divided by column 12, rounded to the nearest tenth of 1 percent.
14. 1937 acreage difference-----	Enter the difference between column 11 and column 12 if column 11 is greater than column 12.
15. Additional acreage allotment. . .	Enter the amount derived in prorating the 4 percent reserve remaining after paragraphs (1) and (2) of subsection (g), section 344 of the Agricultural Adjustment Act of 1938, as amended, are provided for.
16. 1937 acreage difference adjusted.	See instructions below.

The figure to be entered in columns 4, 5, and 6 must be secured from the counties. County offices should be instructed, therefore, to obtain a total (which the State office will show in column 4) of the 1937 measured cotton acreage for all farms for which measurements have been made. It is essential that **only measured cotton acreage** be included in the entry for column 4. This can be determined in most counties by referring to the cropland figure in line 1, column M,

of the work sheets executed for participating farms in 1937. Where the letter "E" has been entered the 1937 crop acreages and cropland were not measured. If, however, nonmeasurements in 1937 were not so indicated by the county office, reference should be made to the farm map or the report of performance.

To secure the entries for columns 5 and 6 it will be necessary for the county office to make a tabulation of the 1937 reported cotton acreage and the acreage of cropland for all farms for which 1937 measurements have not been made; such data should be taken from the work sheet as indicated above. In listing such data necessary columns shall be added to the county tabulation sheet to provide for adjustments which may be necessary after the 1937 reported cotton acreage for nonmeasured farms has been analyzed in the State office. The data in columns 5 and 6 must represent the same farms.

It is very important that the 1937 cotton acreage for **every farm on which cotton was planted in 1937** be included in either column 4 or column 5.

In computing column 9 the overstatement ratios as shown in column 3 should be reviewed, especially with respect to the amount of non-signer acreage on which each ratio was based and also with respect to the relationship between such ratios for adjoining counties. The overstatement ratio for any county will not be used if it is less than 100 percent. Special consideration should also be given to the ratio relative in column 8. If this figure exceeds 100 it is very probable the reported cotton acreage has been overstated. It may be necessary in some instances to smooth out these ratios and the ratio relatives between counties in order to approximate the facts.

The county committee shall be notified of the adjusted 1937 acreage for farms for which 1937 measurements were not available, and instructed to reduce the reported cotton acreage for such farms in order to eliminate the excess acreage, if any. In eliminating such excess, consideration shall be given any records of actual 1937 acreage available for the farm, gin records, or other information which may indicate the actual acreage. If all the excess is not eliminated by individual farm adjustments, any excess remaining may be eliminated pro rata for all farms for which 1937 measurements were not available. The adjusted reported acreage is to be entered in table 1 of the work sheet in the column headed "Total," which is a subdivision of the column headed "Year," on the line labeled "1931" which should be changed to read "Adjusted."

When the total 1937 acreage for "nonmeasurement" farms has been adjusted in line with measurements for 1937 applicants as outlined above, the county committee shall forward the tabulation of such data to the State office for review and approval if found to be correct.

If any acreage is available in the 4-percent State reserve after the requirements of section 344 (g) (1) and (2) of the Act have been met, part or all of such acreage will be allotted in accordance with the following procedure:

(1) Correct the 1937 planted plus diverted acreage for each county for which column 11 of the tabulation provided in this section III is in excess of column 12 by adding the 1937 diverted acres used in computing the original county acreage allotment to column 11.

(2) Multiply item 1 by 60 percent.



(3) Correct the 1933 to 1937 average planted plus diverted acreage for each county for which column 11 is in excess of column 12, using column 11 in lieu of column 12.

(4) Multiply item 3 by the State factor used to determine county allotments.

(5) Obtain the sum of item 2 or item 4 for each county, whichever is the larger.

(6) Add the available reserve to the original county acreage allotment for counties for which column 11 exceeds column 12.

(7) If item 6 exceeds item 5, enter the excess of item 5 over the original county allotment for each county in column 15. This amount will be added to the original county allotment.

(8) If item 5 exceeds item 6, subtract the total of item 6 from the total of item 5 for all counties.

(9) Subtract the original county acreage allotment from the larger of item 2 or item 4 above.

(10) Divide the result obtained under item 9 by the original county acreage allotment.

(11) Multiply the smaller of (1) 0.05 or (2) the fraction obtained under item 10 by the original county acreage allotment.

(12) If the amount obtained under item 11 does not equal the amount obtained under item 8, vary the fraction 0.05 used under item 11 until the total of item 11 equals the total of item 8.

(13) Deduct the fraction finally used in item 11 from the fraction obtained under item 10 for each county and multiply the resulting fraction by the original county acreage allotment. This amount should be entered in column 15 for each county and added to the original county acreage allotment.

**SEC. 12. Determination of 50 percent minimum acreage allotment.**—After the allotments have been made to a county, including the 4-percent State reserve, the allotment to any farm for which the present allotment is less than 50 percent of the sum of (1) the cotton acreage determined by the county committee to have been planted in 1937 and (2) the acreage diverted in connection with the 1937 agricultural conservation program will be increased to 50 percent of such sum, provided that the increased allotment does not exceed 40 percent of the acreage in the farm which is tilled annually or in regular rotation. In increasing the allotment the State office may follow either of the two procedures outlined below in regard to executing Form ACP-58 in any county in the State.

**First procedure.**—Columns 13, 14, 15, and 16 will be used as follows:

Column number and heading	Source of information
13. Minimum acreage allotment.	Enter the smaller of the following: (1) $\frac{1}{2}$ of the acreage shown in column 14 or (2) 40 percent of the acreage tilled annually or in regular rotation as shown on the work sheet in the margin of line 12 extended.
14. Total 1937 planted plus diverted acreage.	Enter the total of column 15 plus column 16.
15. 1937 diverted acreage for payment.	Enter the 1937 diverted acreage as shown in table 1 of the work sheet.

Column number and heading	Source of information
16. 1937 measured or adjusted cotton acreage.	Enter from table 1 of the work sheet the 1937 measured cotton acreage or the 1937 reported cotton acreage adjusted, as shown in the line labeled "Adjusted," whichever is applicable. <sup>1</sup>

<sup>1</sup> The total of column 16 must not exceed the acreage determined in accordance with section 11 of this part I to have been planted to cotton in 1937 in each county.

The final allotment will be the figure in column 12 or column 13, whichever is the larger. If the entry in column 13 exceeds the entry in column 12, the entry in column 12 is to be lined out, using a red pencil, leaving the figure legible, and the entry in column 13 should be encircled, again using a red pencil. Totals of entries in all columns should be entered in the line provided for total, and subtotals of the entries lined out or encircled in red, as the case may be, in columns 12 and 13 should be entered below the respective columns in the margin and encircled, again using a red pencil.

**Second procedure.**—Columns 16, 17, 18, 19, and 20 will be used as follows:

Column number and heading	Source of information
14 and 15-----	Leave blank pending instructions.
16. Final acreage allotment---	Column 11 (readjusted where necessary) plus column 13.
17. Minimum acreage allotment.	Enter the smaller of the following: (1) $\frac{1}{2}$ of the acreage shown in column 18, or (2) 40 percent of the acreage tilled annually or in regular rotation, as shown on the work sheet in the margin of line 12 extended.
18. Total 1937 planted plus diverted acreage.	Enter the total of column 19 plus column 20.
19. 1937 diverted acreage for payment.	Enter the 1937 diverted acreage as shown in table 1 of the work sheet.
20. 1937 measured or adjusted cotton acreage.	Enter from table 1 of the work sheet the 1937 measured cotton acreage, or the 1937 reported cotton acreage adjusted as shown in the line labeled "Adjusted," whichever is applicable. <sup>1</sup>

<sup>1</sup> The total of column 20 must not exceed the acreage determined in accordance with section 11 of this part I to have been planted to cotton in 1937 in each county.

The final allotment will be the figure in column 16 or column 17, whichever is the larger. If the entry in column 17 exceeds the entry in column 16, the entry in column 16 is to be lined out, using a red pencil, leaving the figure legible, and the entry in column 17 should be encircled, again using a red pencil. Totals of entries in all columns should be entered in the line provided for total, and subtotals of the entries lined out or encircled in red, as the case may be, in columns 16 and 17 should be entered below the respective columns in the margin and encircled, again using a red pencil.

**SEC. 13. Accounting for 4-percent State reserve and the increase in allotments resulting from the application of the 50 percent minimum.**—The State office should keep an accurate record of the county totals of the following items:



Column number and heading	Source of information
1. County acreage allotment.---	Allotment item 1.
2. County allotment to 1-A farms.	Column 12 or 16, <sup>1</sup> whichever is applicable, of Form ACP-58 for 1-A farms.
3. County allotment to 1-B farms.	Column 6, Form ACP-58 for 1-B farms.
4. County allotment for both 1-A and 1-B farms.	Total of columns 2 plus 3.
5. Excess acreage allotted over county acreage allotment.	Column 4 minus column 1.
6. Additional acreage used to adjust county acreage allotment.	Column 15, section 11 of this part I.
7. Amount of 4 percent reserve allotted.	Column 5 plus column 6.
8. Acreage required for 50 percent minimum acreage allotment.	Subtotal column 13 minus subtotal column 12, or subtotal column 17 minus subtotal column 16, whichever is applicable.
9. Total acreage allotted to county.	Column 4 plus column 8.
10 -----	Leave blank pending instructions.
11 -----	Do.
12 -----	Do.
13 -----	Do.
14 -----	Do.
15 -----	Do.
16 -----	Do.

<sup>1</sup> Grand total including figures lined out with a red pencil.

The above tabulation should be kept in a ledger in which counties are shown by crop-reporting districts. **The total of column 7 for all counties in a State must not exceed the 4-percent State reserve.**

**SEC. 14. Determining allotments for group C-2 farms.**—The State office shall fill out columns 6 through 12 of Form ACP-58 for group C-2 farms in accordance with the following instructions:

Column number and heading	Source of information
6. Acreage allotment recommended by county committee.	Enter the 1938 cotton acreage allotment recommended by the county committee as shown in the column headed "Acreage" on the last line of table 1 of the work sheet.
7. Adjusted tilled acreage times final county factor.	The final factor used in determining cotton acreage allotments for group 1-A farms in the county should be entered in the applicable space at the heading of column 7. Enter in column 7 the result of the figure in column 5 multiplied by such factor.
8. Community committee's recommendation of 1938 acreage allotment.	Enter the community committee recommendation for the 1938 cotton acreage allotment from table 1 of the work sheet.
9. 1938 intended cotton acreage as reported by operator.	Enter the operator's intended 1938 acreage as shown in table 1 of the work sheet.
10. -----	Leave blank pending further instructions.
11. Indicated 1938 farm acreage allotments of less than 5 acres.	If the figure shown in column 6 is less than 5 acres, enter in column 11 such figure, shown in column 6.

Column number and heading	Source of information
12. Indicated farm cotton acreage allotments of 5 acres or more.	For farms for which an entry is not made in column 11, enter the figure shown in column 6 or the figure shown in column 7, whichever is smaller, but not less than 5 acres.

Columns 6 through 9 should be executed and summarized by counties for all group C-2 farms in the State **before any data are entered in columns 11 and 12**. The State committee should then review the county totals of such columns as well as the data for individual farms. If it is found that the county committee recommendations in any county have not been made on an equitable basis as compared with committee recommendations in other counties, such committee should be instructed to review its recommendations of acreage allotments for group C-2 farms in that county. Generally, the committee's recommendations will need to be revised downward; however, in a few instances the committee's recommendations may need to be revised upward.

In counties where revisions are made in the committee's recommendations, the revised recommendations should be entered on the work sheet in ink, directly above the original recommendations, which should be stricken out but left legible. The revised recommendation must be initialed by one member of the county committee. When the work sheets are returned to the State office, the revised committee recommendations should be entered on the top part of the applicable lines on Form ACP-58, and the figure for the lower part of the line should be stricken out. The recommended acreage allotments as revised should then be summarized and reviewed to determine whether or not they are on a comparable basis with the acreage allotments recommended by committees for group C-2 farms in other counties.

When the data with respect to all group C-2 farms in the county have been tabulated on Form ACP-58, columns 5, 6, 7, 8, 9, 11, and 12 shall be summarized by pages. A county summary shall then be prepared on a separate Form ACP-58, showing the number of work sheets listed on each page, the number of work sheets for which a figure was entered in column 11 and the number of work sheets for which a figure was entered in column 12, as well as the page totals for columns 5 through 12, inclusive. The totals of group C-2 farms for the above columns will then be ascertained for all such farms in the county. As the county summaries of group C-2 farms are completed, county totals shall be entered on a **State summary** showing the counties by **crop-reporting districts**.

When the State summary has been completed, the total of column 11 shall be added to the total of column 12 and the resulting sum compared with the State reserve for new growers, group C-2 cotton farms. If such sum is less than the State reserve for group C-2 cotton farms, Forms ACP-58 for such farms may be returned to the respective counties and the operators listed on such Forms ACP-58



may be notified of their 1938 cotton acreage allotments as shown in column 11 or column 12, whichever is applicable.

If the sum of column 11 plus column 12 for the State, however, exceeds the State reserve for group C-2 cotton farms, it will be necessary to adjust the acreages shown in column 12 (and in column 11, if necessary) to eliminate the excess. Such adjustment will be made as follows:

On the State summary of Forms ACP-58 for group C-2 cotton farms enter as item 1 the State reserve for new growers. As item 2 enter the State total of column 11. As item 3 enter the result of item 1 minus item 2. As item 4 enter the acreage derived by multiplying the number of farms for which an entry is shown in column 12 by 5 acres. As item 5 enter the result of item 3 minus item 4. In the space to the right of item 1 enter the State total of columns 11 plus 12; and to the right of item 3 enter the difference between such total and item 2.

If item 4 is greater than item 3, the sum of item 2 plus item 4 should be divided into item 1 (State reserve for group C-2 farms). The resulting ratio should be carried four places beyond the decimal point and entered at the top of the listing sheet under the word "Group," as the "State Group C-2 Ratio." Such ratio should then be multiplied by the entries in column 11, or if there is not an entry in column 11, such ratio should be multiplied by 5.0 acres for all other group C-2 farms and the resulting products entered in column 13 on the respective lines. The entries in column 13 should then be summarized. The total of column 13 should not exceed the State reserve for new growers as shown in item 1. If the State reserve is not exceeded, the entries in column 13 will be the final acreage allotments for group C-2 farms.

If item 4 is less than item 3, divide 95 percent of item 3 by the entry to the right of item 3 and enter the resulting ratio, carried four places beyond the decimal point, at the top of the listing sheet under the word "Group" as the "first ratio for column 12." Then divide the first ratio into 5 to determine the first acreage breaking point for such ratio. The first acreage breaking point should be entered to the right of the first ratio. For each entry in column 12 which is the same as, or less than, the first acreage breaking point, enter the figure 5 on the corresponding line in column 13, at the same time encircling the corresponding entry in column 12. Summarize the encircled figures in column 12 and multiply such total by the first ratio; then deduct the resulting product from an acreage derived by multiplying the number of such encircled figures times 5 acres; the resulting difference should then be deducted from 95 percent of item 3. Such adjustment of item 3 should then be divided by the original total of column 12 (which is shown to the right of item 3) to determine the "second ratio for column 12," which will be smaller than the first ratio.

If the second ratio is more than 95 percent of the first ratio, the first ratio should be applied to the entries in column 12 which

are not encircled. The resulting products should be entered in column 13. Column 13 should then be summarized. The total of column 13 must not exceed item 3. If the total of column 13 does not exceed item 3, the entries in column 13 shall be the final allotments for those group C-2 farms.

If the second ratio, however, is less than 95 percent of the first ratio, determine the second acreage breaking point. For the entries in column 12 that have not already been encircled which are the same as, or less than, the second acreage breaking point enter the figure 5 in the corresponding line in column 13 and encircle the corresponding entry in column 12. Then compute the "third ratio for column 12" in the same manner as the second ratio was computed.

If the third ratio is more than 95 percent of the second ratio, the second ratio should be applied to the entries in column 12 which are not encircled, entering the resulting products in column 13. The total of column 13 should then be ascertained and if not greater than item 3 the entries in column 13 will be the final acreage allotment for those group C-2 farms.

If it is necessary to adjust the acreage allotment as entered in column 12 to eliminate any excess of the State total of columns 11 plus 12 over the State reserve for group C-2 farms, it is not anticipated that more than three adjustment ratios will be required. If more ratios are required, however, they should be computed in the same manner as the second and third ratios as outlined above until the last ratio is more than 95 percent of the preceding ratio.

When it has been determined that the total of the adjusted acreage allotments, as entered in column 13, does not exceed item 3, farm operators may be notified of their acreage allotments as shown in column 11 or 13.

**SEC. 15. Approval of normal yields and establishment of minimum farm marketing quotas.**—When the Form ACP-58a has been received from the county office, the State office should check the entries in column 2 against the acreage allotment established for the farm and column 3 against the county committee's recommendation of the normal yield as entered in table 1 on the back of the work sheet. If adjustments in the yield have been made in other columns on Form ACP-58a, such yield as finally adjusted should be checked instead of the preliminary recommendation. The normal production of the acreage allotment should be checked by multiplying the normal yield for each farm by the acreage allotment for the farm. Corrections, if necessary, should be made by drawing a line through the incorrect entry and writing the correct figure immediately above, using a red pencil. The total acreage allotment and the normal production of the acreage allotment for each county should be verified.

In cases where there is a difference in the yield as entered on the work sheet and the yield as entered on Form ACP-58, careful consideration should be given as to which may be correct. The correct normal yield for the farm will probably be the yield which more nearly conforms to the average yield for the farm. If there is any doubt as to which figure is correct, the county office should be contacted.



The weighted average normal yield for all farms in the county must not exceed the normal yield established for the county. When the yields and minimum farm marketing quotas have been approved, the county office should be notified in order that producers may be notified.

### C. MISCELLANEOUS PROVISIONS

**SEC. 16. Procedure for establishing administrative areas.**—Working with representatives of the Extension Service and others who are familiar with local conditions, the counties should be determined by the State and county offices in which it is believed that administrative areas may be necessary. For these counties the following tabulation should be made by communities as indicated by the letters A, B, etc., shown in the reference to a Bankhead application in section III of the work sheet:

- (1) 1937 work sheet serial number.
- (2) Leave sufficient space for entering operator's name later, if necessary.
- (3) 1937 measured cropland.
- (4) 1937 cotton base acreage.
- (5) Leave sufficient space for entering the ratio of 1937 cotton base acreage to 1937 cropland (column 4 divided by column 3), to be computed later, if necessary.

If it is believed that the communities used in connection with the Bankhead Act in 1935 do not divide the county into different areas with respect to soil types and type of farming, then the county office should be instructed to segregate the 1937 work sheets into areas which are not similar with respect to soil types and type of farming. The county office should also be instructed to tabulate the data outlined above, except that columns 2 and 5 need not be executed at this time. It is estimated that these data can be secured and listed by two persons in 2 days for an average county.

When the above tabulation has been completed the State office should compute the weighted average ratio of the 1937 cotton base acreage to the 1937 cropland for each community or area, as the case may be.

The ratio of the 1938 cotton acreage allotment to the 1937 tilled acreage, excluding wheat, rice, and tobacco for market, should be estimated for the county. The tilled acreage to be used in determining such factor will not be difficult to estimate in strictly cotton counties. In such counties, the final 1937 measured cropland should be reduced by the acreage of cropland on work sheets classified in group T (less the acreage of cropland on group T work sheets for which cotton was shown for 1935 or 1936). The resulting figure should be the cropland for farms for which a work sheet was executed in 1937 and for which a cotton acreage allotment will be established for 1938. Such cropland figure should be raised to 100 percent for the county based on the ratio of measured cropland for all 1937 work sheets to the cropland for the county as reported by the 1929 or 1934 Census, whichever is the greater.

The estimated cropland on cotton farms raised to 100 percent for the county should then be compared with the cropland reported on Forms DC-16 and DC-17, as shown in line 4, column D, of Form

SR-104e. If there is considerable variation between these two figures, a cropland acreage figure for all cotton farms in the county should be adopted. In adopting such acreage, consideration should be given to the ratio of cropland on work sheets to the cropland on Forms DC-16 and DC-17 from the identical sample made in connection with the 1937 analysis as shown by the ratio in line 6 (c), column D, of Form SR-104e and, also, the ratio of final 1937 measured cropland in line 4, column D, to the preliminary 1937 cropland in line 3, column D, Form SR-104e.

For other than strictly "cotton" counties the estimated normal acreage of wheat, rice, or tobacco, produced for market, and the acreage of orchards and vineyards, if any, should be excluded from the cropland in estimating the factor of the 1938 cotton acreage allotment to the tilled acreage adjusted for the county.

When the estimated factor has been determined, it should be compared with the weighted average ratio of the 1937 cotton base acreage to the 1937 cropland for each community or area in the county. This comparison should reveal the communities or areas which are in considerable variance from the cotton acreage allotment factor for the county. It may be found that the ratio of cotton base to cropland for some communities will be materially higher than the estimated cotton acreage allotment factor; in which case a considerable reduction would be indicated in the 1938 cotton acreage allotment from the 1937 cotton base acreage for farms in such communities or areas. In the same county, it may be found that the ratio of cotton base to cropland for other communities or areas may be about the same, or only slightly in excess of the cotton acreage allotment factor for the county; in which case only a slight reduction, if any, in the 1938 cotton acreage allotment from the 1937 base would be indicated for farms in such communities or areas. After examining these data very carefully, the county will be put into one of the following groups: (1) Those in which administrative areas **are not** necessary, (2) those in which administrative areas **are** necessary and (3) those in which it is further questionable that administrative areas are necessary for the county.

If it is determined that administrative areas are necessary for the county, a soils map and a plat ownership map, if available, for the county should be obtained. The names of all operators for which a 1937 work sheet was executed should be entered in column 2, and column 5 should be computed for each farm shown on the tabulation referred to above; and with the aid of the county agent, county committeemen, or others, as are necessary, the boundary line of each administrative area should be outlined on a map of the county.

When the boundary lines of the administrative areas have been determined, the county office should make a separate tabulation for each area showing the serial number of **every** 1937 work sheet, the sum of the 1937 planted plus diverted acreage for each farm participating in the 1937 program and the 1937 planted acreage, adjusted, if necessary, for each farm that did not participate in the 1937 program. This information is to be secured from table 1 of the work sheet. These data should then be summarized for each area and for the county; and the acreage for each area divided by the total of such acreage for the county will be the percentage to be used in appor-



tioning the 1938 county cotton acreage allotment to each administrative area in the county. If it is determined that the 1937 planted plus diverted acreage for 1937 participants and the planted acreage for nonparticipants is not an equitable basis for apportioning the 1937 county cotton acreage allotment, the southern division of the Agricultural Adjustment Administration should be asked for further instructions.

For counties for which it is further questionable that administrative areas are necessary, an additional study should be made. Such study may be as follows provided that Forms SR-110 have been computed for approximately 75 percent of the farms participating in the 1937 program in the county.

Forms SR-104, for groups N, O, R, and S, should be separated from the listing sheets for the county and an attachment clipped on each sheet after column 24. The attachment can be made from a small strip cut from blank Forms SR-104. Each strip should be wide enough to provide for four (4) columns for data with at least four (4) figures for each column. The columns on such attachment sheets should be numbered 25a, 26a, 27a, and 28a.

The Forms SR-110a, along with all work sheets for farms classified in groups N, O, R, and S, should be separated from the county files in the State office. Such work sheets and Forms SR-110a should be arranged in numerical sequence according to the order in which work sheets were tabulated in groups N, O, R, and S. Any work sheet for which a Form SR-110a is not available or any 110a which represents data on two or more work sheets should be omitted from the group for which additional data will be tabulated. After the work sheets and Forms SR-110a are arranged in numerical sequence according to the pages of the listing sheet on which the data for such work sheets were tabulated, the planted acreage plus the diverted acreage for 1937, as shown on lines 4 and 6, respectively, of column D of Form SR-110a, should be tabulated in column 25a of the attachment clipped to each page of the listing sheet for groups N, O, R, and S. The estimated acreage allotment factor determined for the county should then be multiplied by the measured cropland acreage as shown in column 6 for each line for which an entry was made in column 25a of the attachment sheet. The product should be entered in column 26a. In column 27a enter the smaller of the two figures shown in columns 25a and 26a. In column 28a show the percentage which the figure in column 27a is of the cotton base acreage for the farm as shown in column 24. Such percentage should be rounded to the nearest whole percentage.

When the above tabulation is made for work sheets represented in groups N, O, R, and S, a frequency distribution should be made associating the size of each base acreage shown in column 24 with the percentage for the respective work sheet shown in column 28a. The frequency tabulation should be set up showing class intervals of base acreages down the left-hand side of a tabulation sheet, and the class intervals of percentages across the top of the tabulation sheet. It is likely that a class interval of 5 percent, in the series of percentages which the indicated 1938 allotment for farms is of the 1937 base for the respective farms, will be satisfactory for all counties except that in some cases, where the estimated factor for the county is unusually

small, it may be desirable to extend the 5-percent interval of classes below 35 percent.

When the frequency table is set up a count should be made of the data in column 24 and column 28a. This may be done by one clerk reading down the page calling the base acreage shown in column 24 and the respective percentage shown in column 28a for each work sheet while another clerk finds the class in which such base acreage falls in the horizontal axis of the frequency table and enters a small mark opposite such base acreage in the column under the class in which the percentage falls in the vertical axis. For farms for which the 1937 base acreage is 200 acres or more, the base should be tabulated at the bottom of the frequency table directly below the class in which the percentage in column 28a falls to aid in summarizing such data, as will be seen later. These counts should be made in blocks of five to aid in summarizing the frequency table.

When all work sheets for which entries are shown in column 28a have been entered in the frequency table, such table should be summarized according to each class on the vertical axis and on the horizontal axis of the frequency table; that is, the number of counts entered in each class of base acreages across the frequency table will be entered in a column headed "Total" on the right of the sheet, and the number for each class of percentages will be entered at the bottom of the frequency table directly under such class on a line labeled "Total." The number of items summarized across the bottom and down the right-hand side are the same. Such total should be entered on the "Total" line at the bottom of the column headed "Total" on the right of the frequency table. The number of items by classes across the bottom and down the right-hand side should be divided by the total number of items shown at the bottom on the right-hand side of the frequency table to determine the percentage distribution of the total number of work sheets included in the N, O, R, and S sample.

In the left-hand margin of the frequency table the midpoint of each class interval of base acreages should be entered opposite each class. For instance, the midpoint of the class from 50 to 59.9 is 55 acres. The midpoint of each class, except the class interval of base acreage from 200 up, should be multiplied by the number of items in such class for each column of percentages shown at the top of the frequency table. The base acreage in the class interval from 200 up can be summarized from the base acreages tabulated for each class of percentages. Such estimated base acreages for each class can be accumulated on a calculating machine and the total entered at the bottom of each group of percentages. When the base acreage is estimated for each class of percentages, a summary should be made and the total entered at the bottom on the right-hand side under the total number of work sheets included in the frequency table. The total base acreage, for each class of percentages, shown across the bottom of the frequency table should be divided by the total of all base acreages estimated for the frequency table as shown at the bottom on the right side. The total of such percentages should add to 100 percent.

The above data should be charted on graph paper, as an aid in determining whether or not administrative areas are necessary for



the county. On the vertical axis is shown the percentage reduction from the 1937 base acreage which is determined by subtracting the midpoint of each class interval of percentages shown across the top of the frequency table from 100 percent. On the horizontal axis is shown the percentage of operators included in the sample of data from groups N, O, R, and S. The percentages shown at the top of each bar show the percentage of the base acreage represented by the operators classed in each group of percentages shown across the top of the frequency table. The percentage of the base acreage represented by the operators in each class of percentages shown across the top of the frequency table will be taken from the fourth line of figures across the bottom of the frequency table.

When these data have been charted, it will be rather easy to observe the variation in the percentage reduction in the indicated 1938 cotton acreage allotment from the 1937 base acreage, as well as the percentage of operators and the percentage of base acreage affected. Counties in each State in which similar conditions appear to exist as indicated by a similar study should proceed with determining boundary lines of administrative areas on county maps as outlined above for those counties in which it is definitely apparent that administrative areas are necessary.

**SEC. 17. Apportioning among farms any unused cotton acreage.**—Before computing the allotments for farms in accordance with this subsection, it will be necessary to have a report from each county relative to the release of any unused cotton acreage allotted to farms in each such county. When the tabulations have been received from the county office, the 1938 cotton acreage allotment for each farm for which the allotment is to be decreased should be verified. If found to be in error, a line should be drawn through the incorrect entry and the correct allotment entered immediately above, using a red pencil. Since measurements have not been made of the actual acreage of cotton for 1938 it will be necessary to use the estimate of the operator as a basis for determining the 1938 planted cotton acreage. To allow for a reasonable amount of error in judgment on the part of the operator in stating his acreage, the acreage to be considered as the estimated planted acreage for the purpose of this subsection shall be 25 percent in excess of the acreage as reported by the operator. The amount of acreage to be released should be compared with the excess of the present allotment for the farm over the estimated acreage planted on the farm in 1938. If the amount of the allotment which the farmer indicated was to be released is larger than such excess, the State office may wish to refer such cases to the county office for review.

If the total acreage released in a State is sufficient to provide a minimum farm ratio of 55 or more for all eligible farms in the State, the total acreage released shall be apportioned in accordance with the instructions contained below. If the total acreage released in a State is not sufficient to provide for a ratio of 55, an acreage shall be available in each county equal to the smallest of (1) an amount necessary to provide a farm ratio of 55 for such county, (2) 200 acres or 1 percent of the total acreage allotted to such county, whichever is the larger, or (3) the acreage released in such county; and the remainder of such acreage released in a State shall be made

available for use in correcting errors and for allotments to farms not included in the original computations, so as to give equal treatment to both types of cases. However, if the unused acreage available for distribution is insufficient to permit a practical apportionment (that is, is insufficient to provide a minimum farm ratio of 52.5) or if an apportionment cannot be made among farms prior to the date on which the planting of cotton has been completed on most of the cotton farms in the State, the entire acreage in the State may be similarly used for correcting errors and for allotments to farms not included in the original computations. If the acreage available is not sufficient for all such corrections in the State, there shall first be made available in each county an acreage equal to the smaller of (2) or (3) above, which shall be used pro rata in the county in making such corrections, and any remainder shall be used on a State-wide basis in making similar corrections so that the corrections made give uniform treatment in all cotton-producing counties in the State by bringing the allotments for all farms for which such corrections are made up to the same percentage of the correct farm acreage allotment for the farm.

There are two procedures outlined below for making the apportionments. Each State office should select one of these to follow. **Whichever procedure is adopted shall be used for all cotton-producing counties in a State.** Either procedure is applicable for use in making apportionments for all eligible farms in a county or in a State. The apportionment to any eligible farm may be withheld upon the execution of a written statement by the operator of such farm that such additional apportionment is not desired for the year 1938.

(a) *Procedure number 1.*—In order to determine the farms for which cotton acreage allotments should be adjusted upward, the State office should compute the ratio of the final cotton acreage allotment to the 1937 planted plus diverted acreage for each farm for which a diverted acreage figure is shown in column 15 or column 19 of Form ACP-58, and for which no part of the cotton acreage allotment has been released. Such ratio shall be hereinafter referred to as the "farm ratio." In some counties the final cotton acreage allotment is entered in column 12 of Form ACP-58 while in other counties such figure is entered in column 16, except where the allotment was increased pursuant to section 344, subsection (h), of the act, in which case the final acreage allotment is the encircled figure in column 13 or 17. The 1937 planted plus diverted acreage is entered in column 14 for counties for which the final allotments are shown in column 12 and is entered in column 18 for counties for which the final acreage allotments are shown in column 16. The farm ratio of final acreage allotment to the 1937 planted plus diverted acreage should be rounded to the nearest thousandth and entered on the applicable line for the respective farm in the right margin of Form ACP-58.

In counties in which the final factor is 40 percent or more and in which relatively little wheat, rice, tobacco, or sugarcane for sugar acreage was deducted from the tilled acreage in determining cotton allotments, farm ratios should be computed only for farms for which the cotton acreage allotment is less than 40 percent of the tilled acreage as shown on the work sheet in line 12 extended. There will be



a relatively small number of farms eligible to receive an increase in allotments in such counties.

All farms previously receiving an increase in allotment under section 344 (h) of the act, except those limited by 40 percent of the tilled acreage in the farm, should be considered as having a farm ratio of 0.500. Ratios for farms receiving allotments under section 344 (h) need not be computed. To identify those farms limited by 40 percent of the tilled acreage, it will only be necessary to determine that the encircled final allotment is more than five-tenths of an acre less than one-half of the 1937 planted plus diverted acreage rounded for the farm and then for all other such farms enter 0.500 in the right margin of Form ACP-58.

(1) **Determining the weighted average ratio for farms with farm ratios less than 0.700 but not less than 0.500.**—On columnar tabulating paper set up columns showing a range of ratios, using a class interval of 0.020. The ratio range should extend from 0.500 to 0.700. For example, the ratio range will be as follows:

Column 1	-----	0.500	through	0.519	Column 6	-----	0.600	through	0.619
2	-----	.520	through	.539	7	-----	.620	through	.639
3	-----	.540	through	.559	8	-----	.640	through	.659
4	-----	.560	through	.579	9	-----	.660	through	.679
5	-----	.580	through	.599	10	-----	.680	through	.699

The final cotton acreage allotment as shown in column 12, 13, 16, or 17, whichever is applicable, shall be tabulated in the applicable column above as indicated by the farm ratio which is shown in the right margin of Form ACP-58; that is, the allotments to all farms with ratios from 0.500 to 0.519, inclusive, shall be tabulated in column 1. When the allotments for all farms for which the ratio is less than 0.700 but not less than 0.500 have been tabulated, a summary should be made by classes.

By dividing the total 1938 allotment represented in each class by the midpoint of the class, the 1937 planted plus diverted acreage can be estimated for all farms included in such class; however, such estimate for farms included in the first class (0.500-0.519) should be determined by dividing the sum of the allotments for that class by 0.503. The weighted average ratio for the farms tabulated should be determined by dividing the total 1938 allotments for farms tabulated by the estimated planted plus diverted acreage for such farms.

(2) **Determining the final minimum ratio of allotments to the 1937 planted plus diverted acreage.**—The final minimum farm ratio, of course, will depend on the amount of unused cotton acreage and the data tabulated and estimated as outlined above for the farms represented in the tabulation. The final minimum ratio can be determined mathematically in one or more approximations or through trial and error by a careful inspection of the data. In either case, a summary of the data by classes should be made as follows: On line 1 of a summary sheet show the column headings and mid-points of the classes, except for the first class, for which 0.503 will be used. On line 2 show the total 1938 allotment for each class. On line 3 show the cumulative total of allotment by classes. Leave line 4 blank. On line 5 show the estimated 1937 planted plus diverted acreage by classes. On line 6 show the cumulative totals of 1937 planted plus diverted acreage by classes. Leave line 7 blank.

**a. Trial and error method.**—In determining the minimum farm ratio by the trial and error method, multiply the cumulative total 1937 planted plus diverted acreage for the class in which the weighted average ratio falls by the midpoint of that class. Then deduct from the resulting product the cumulative total of allotments for that class, as shown in line 2, and compare the difference with the unused acreage. If the difference computed above is less than 100 percent or more than 102 percent of the unused acreage, the same computation should be made for the next succeeding or next preceding class, respectively, of the ratio range. This should be done until the product of the cumulative total 1937 planted plus diverted acreage for a class, multiplied by the midpoint or some other value for that class, is in excess of the cumulative allotment for that class plus the unused acreage but not more than 102 percent of the unused acreage in excess of such amount. In most instances it will be necessary to adopt a minimum farm ratio other than the midpoint of a particular class. This can be determined by a careful examination of the data, interpolating to any point between the upper and lower limit of the class. For example, if a ratio of 0.588 is desired, 40 percent ( $0.588 - 0.580 = 0.008 \div 0.020$ ) of the 1938 allotment and 40 percent of the 1937 planted plus diverted acreage for the class 0.580 through 0.599 would be added to the cumulative total of the respective data for the next preceding class, or 0.560 through 0.579.

**b. Mathematical procedure.**—The minimum farm ratio can be determined mathematically as follows: Multiply the unused acreage by the square of the difference between the weighted average ratio for the farms tabulated and the lower limit of the ratio range, which is 0.500; divide the resulting figure by the acreage difference determined by multiplying the weighted average ratio by the cumulative total 1937 planted plus diverted acreage for all farms for which the ratio is below the weighted average ratio, and deduct from the resulting product the 1938 allotment for such farms; then extract the square root of the resulting quotient and add it to 0.500, the lower limit of the ratio range. The resulting ratio will be the weighted average ratio adjusted and should then be tested by multiplying it by the cumulative 1937 planted plus diverted acreage for farms for which the farm ratio is less than the weighted average ratio adjusted as outlined above. The 1937 planted plus diverted acreage for farms for which the farm ratio is less than the weighted average ratio adjusted can be estimated by adding the acreage, estimated for the class in which the weighted average ratio adjusted falls, which is between the lower limit of such class and the weighted average ratio adjusted to the cumulative total 1937 planted plus diverted acreage for the preceding class. For example, if the weighted average ratio adjusted is 0.588, forty percent ( $0.588 - 0.580 = 0.008 \div 0.020 = 40$  percent) of the 1937 planted plus diverted acreage for the class 0.580 through 0.599 should be added to the cumulative total of the 1937 planted plus diverted acreage for the class 0.560 through 0.579. The weighted average ratio adjusted when multiplied by the estimated 1937 planted plus diverted acreage for farms for which the farm ratio is less than such weighted average ratio adjusted should result in an acreage approximating the 1938 acreage allotments for such farms (determined in the same manner as the 1937 planted plus diverted acreage was determined for the same farms as outlined above) plus the unused acreage. The above product should exceed the 1938 allotment to such farms, but should not exceed such figure by more than 102 percent of the unused acreage. If the excess is more than 102 percent, a second approximation should be made in the same manner as the first approximation, using the weighted average ratio as adjusted above in the formula rather than the weighted average ratio for all farms tabulated and using the acreage difference based on the weighted average ratio adjusted (times the estimated 1937 planted plus diverted acreage) for farms for which the farm ratio is less than the weighted average ratio adjusted, rather than the acreage difference based on the original weighted average ratio.

In no case will the farm ratio be increased to more than 0.667 irrespective of the amount of the unused acreage. If the amount of unused acreage available for apportionment in a county is in excess of the amount required to establish a farm ratio of 0.667, such excess shall revert to the State for distribution irrespective of the amount of the acreage earmarked for the county.

**(3) Test for effect of recaptured acreage.**—The variation of 100 to 102 percent in the difference between the product of the minimum ratio, adopted as outlined above, multiplied by the planted plus di-



verted acreage for farms for which the farm ratio is less than such ratio minus the 1938 acreage allotment and the unused acreage for the same farms is suggested because of the fact that in applying the minimum farm ratio a figure for some farms would result which would be in excess of 40 percent of the tilled acreage for the farm, whereas under the law the farm allotment must not exceed the 40-percent-of-tilled-acreage limit.

Before the minimum farm ratio is applied, Forms ACP-58 should be examined to estimate the acreage that will be recaptured because of the 40-percent-of-tilled-acreage limit, if such ratio were applied to all eligible farms. This can be done by applying the minimum farm ratio, which has been adopted, to the 1937 planted plus diverted acreage for every tenth farm which is eligible to receive an increase in the farm allotment from the unused acreage. In applying the minimum farm ratio for such sample farms, the difference between the new final acreage allotment and the previous final allotment should be tabulated in column 1 on a supplementary tabulation sheet. For each such farm the revised final acreage allotment should be compared with 40 percent of the tilled acreage for the farm, and if such revised final acreage allotment is in excess of 40 percent of the tilled land in the farm this difference should be tabulated in column 2 on the same line with the difference between the revised acreage allotment and the previous final acreage allotment. For this purpose it is suggested that the tilled acreage adjusted, as shown in column 5 of Form ACP-58, be used and counties in which the final factor used in making previous final allotments is more than 40 percent, and in which there was very little acreage of wheat, tobacco, rice, or sugarcane for sugar deducted from the tilled acreage, be omitted from consideration in the sample.

When the computations have been made for the above sample, the data for the two columns tabulated should be summarized and the acreage in the first column expressed as a percentage of the acreage in the first column minus 85 percent (safety factor) of the acreage in the second column. The resulting quotient should be expressed as a percentage and multiplied by the unused acreage. The resulting figure will be the estimated acreage that should be allotted based on the minimum farm ratio, tested as outlined above, in order to allot effectively an acreage equal to the unused acreage. These data should then be examined to determine whether or not the 100 to 102 percent variation mentioned above was sufficient or excessive and also to determine if the minimum farm ratio, as tested above, should be increased or reduced in order to allot effectively the unused acreage.

(4) **Determining new final cotton acreage allotment.**—When the minimum farm ratio has been determined, such ratio should be applied to the planted plus diverted acreage for the farms for which the farm ratio is less than the minimum ratio but not less than 0.500. The resulting products will be the new indicated final acreage allotments for such farms and should be entered in column 17 for farms in counties in which the previous final allotment is shown in column 12, or in column 15 for counties in which the previous final allotment is shown in column 16.

When the new indicated final allotments have been determined for all eligible farms, as outlined above, such figure for each farm should be compared with 40 percent of the tilled acreage in the farm as shown in line 12 of the respective Form SR-101. If the new indicated final allotment exceeds 40 percent of the tilled acreage in the farm, a line should be drawn through such figure and 40 percent of the tilled acreage in the farm should be entered in the same space directly above such figure. The total of the new final acreage allotments for all farms receiving an increase from the unused acreage should be ascertained. It will be necessary to ascertain the total previous final allotments to farms for which a new final acreage allotment has been entered in column 15 or column 17. The total revised acreage allotments for farms receiving an increase from the unused acreage cannot exceed the previous final allotment for such farms by more than the amount of the unused acreage so added to their allotments. On the other hand, the total of the new final acreage allotments, as revised for such farms, should not be materially less than the previous final allotments to such farms plus the amount of the unused acreage so added to their allotments.

When the computations as outlined above have been made, the data should be carefully reviewed. Revised acreage allotments may be released to farms when approved by an authorized representative of the Southern Division.

(b) **Procedure number 2.**—To minimize the use of calculating machines, a computing chart should be prepared indicating the increase in farm acreage allotments required to provide minimum farm ratios of varying percentages of the 1937 planted and diverted acreage. The chart, which is in terms of 50 percent of the 1937 planted and diverted acreage, should be as follows:

$\frac{1}{2}$ of 1937 planted and diverted acreage	Percent of $\frac{1}{2}$ of 1937 planted and diverted acreage								
	102	103	104	105	106	107	108	109	110
10-----	10	10	10	10	11	11	11	11	11
11-----	11	11	11	12	12	12	12	12	12
12-----	12	12	12	13	13	13	13	13	13
13-----	13	13	14	14	14	14	14	14	14
14-----	14	14	15	15	15	15	15	15	15
15-----	15	15	16	16	16	16	16	16	16
16-----	16	16	17	17	17	17	17	17	18
17-----	17	17	18	18	18	18	18	18	19
18-----	18	18	19	19	19	19	19	20	20
19-----	19	19	20	20	20	20	20	21	21
20-----	20	21	21	21	21	21	22	22	22
21-----	21	22	22	22	22	22	23	23	23
22-----	22	23	23	23	23	23	24	24	24
23-----	23	24	24	24	24	25	25	25	25
24-----	24	25	25	25	25	26	26	26	26
25-----	25	26	26	26	26	27	27	27	27
26-----	26	27	27	27	27	28	28	28	29
27-----	27	28	28	28	29	29	29	29	30
28-----	28	29	29	29	30	30	30	30	31
29-----	29	30	30	30	31	31	31	32	32
30-----	31	31	31	31	32	32	32	33	33
31-----	32	32	32	32	33	33	33	34	34
32-----	33	33	33	34	34	34	34	35	35



¼ of 1937 planted and diverted acreage	Percent of ¼ of 1937 planted and diverted acreage								
	102	103	104	105	106	107	108	109	110
33-----	34	34	34	35	35	35	36	36	36
34-----	35	35	35	36	36	36	37	37	37
35-----	36	36	36	37	37	37	38	38	38
36-----	37	37	37	38	38	38	39	39	40
37-----	38	38	38	39	39	39	40	40	41
38-----	39	39	39	40	40	41	41	41	42
39-----	40	40	40	41	41	42	42	42	43
40-----	41	41	42	42	42	43	43	44	44
41-----	42	42	43	43	43	44	44	45	45
42-----	43	43	44	44	44	45	45	46	46
43-----	44	44	45	45	45	46	46	47	47
44-----	45	45	46	46	47	47	47	48	48
45-----	46	46	47	47	48	48	49	49	49
46-----	47	47	48	48	49	49	50	50	51
47-----	48	48	49	49	50	50	51	51	52
48-----	49	49	50	50	51	51	52	52	53
49-----	50	50	51	51	52	52	53	53	54
50-----	51	51	52	52	53	53	54	54	55
51-----	52	52	53	53	54	54	55	55	56
52-----	53	53	54	55	55	56	56	57	57
53-----	54	54	55	56	56	57	57	58	58
54-----	55	56	56	57	57	58	58	59	59
55-----	56	57	57	58	58	59	59	60	60
56-----	57	58	58	59	59	60	60	61	62
57-----	58	59	59	60	60	61	61	62	63
58-----	59	60	60	61	61	62	63	63	64
59-----	60	61	61	62	62	63	64	64	65
60-----	61	62	62	63	64	64	65	65	66
61-----	62	63	63	64	65	65	66	66	67
62-----	63	64	64	65	66	66	67	67	68
63-----	64	65	65	66	67	67	68	69	69
64-----	65	66	66	67	68	68	69	70	70
65-----	66	67	68	68	69	69	70	71	71
66-----	67	68	69	69	70	71	71	72	73
67-----	68	69	70	70	71	72	72	73	74
68-----	69	70	71	71	72	73	73	74	75
69-----	70	71	72	72	73	74	74	75	76
70-----	71	72	73	73	74	75	76	76	77
71-----	72	73	74	74	75	76	77	77	78
72-----	73	74	75	76	76	77	78	78	79
73-----	74	75	76	77	77	78	79	79	80
74-----	75	76	77	78	78	79	80	81	81
75-----	76	77	78	79	79	80	81	82	82
76-----	77	78	79	80	80	81	82	83	84
77-----	78	79	80	81	82	82	83	84	85
78-----	79	80	81	82	83	83	84	85	86
79-----	80	81	82	83	84	84	85	86	87
80-----	82	82	83	84	85	86	86	87	88
81-----	83	83	84	85	86	87	87	88	89
82-----	84	84	85	86	87	88	88	89	90
83-----	85	85	86	87	88	89	90	90	91
84-----	86	86	87	88	89	90	91	91	92
85-----	87	87	88	89	90	91	92	93	93
86-----	88	88	89	90	91	92	93	94	95
87-----	89	90	90	91	92	93	94	95	96
88-----	90	91	91	92	93	94	95	96	97
89-----	91	92	92	93	94	95	96	97	98
90-----	92	93	94	94	95	96	97	98	99
91-----	93	94	95	95	96	97	98	99	100
92-----	94	95	96	97	97	98	99	100	101
93-----	95	96	97	98	98	99	100	101	102

½ of 1937 planted and diverted acreage	Percent of ½ of 1937 planted and diverted acreage								
	102	103	104	105	106	107	108	109	110
94-----	96	97	98	99	100	100	101	102	103
95-----	97	98	99	100	101	102	103	103	104
96-----	98	99	100	101	102	103	104	105	106
97-----	99	100	101	102	103	104	105	106	107
98-----	100	101	102	103	104	105	106	107	108
99-----	101	102	103	104	105	106	107	108	109
100-----	102	103	104	105	106	107	108	109	110

NOTE.—Rounded.—Only fractions over ½ counted as whole.

The percentage columns at the top of the chart may be extended beyond 110 if it is believed that the amount of the unused acreage available will be sufficient to increase the allotments to a percentage larger than 55 percent of the 1937 planted and diverted acreage. In no case, however, will the allotments to farms in any county be increased beyond 66.7 percent of the 1937 planted and diverted acreage. If the acreage available for apportioning in a county will provide for allotments in excess of 66.7 percent of the 1937 planted and diverted acreage, such excess shall revert to the State reserve irrespective of the amount of the acreage ear-marked for use in the county.

For each one-half of 1 percent additional increase beyond 55 percent of the 1937 planted plus diverted acreage that would be necessary to allot the unused acreage available, one percentage column must be added to the chart. The acreages entered in the body of the chart are allotments computed on the basis of multiplying the 1937 planted plus diverted acreage by the varying percentages at the heading of each column.

In order to determine the farms for which cotton acreage allotments should be adjusted upward as well as the amount of the increase in the allotment for such farm, it will be necessary to compare the present allotment for each farm with the allotment computed on the basis of the varying percentages of the 1937 planted and diverted cotton acreage as shown in the chart for those farms on which the 1937 measured cotton acreage was less than the 1937 cotton base established for the farm in connection with the 1937 agricultural conservation program and for which the present acreage allotment is not revised by releasing any unused cotton acreage allotment.

Fifty percent of the 1937 planted and diverted acreage which is entered in column 13 or column 17 of Form ACP-58, as the case may be, should be located in the column on the extreme left side of the chart and the present acreage allotment for the farm which is entered in column 12, 13, 16, or 17 of Form ACP-58, as the case may be, compared with the figures entered in each percentage column of the chart. The work sheet serial number and the amount by which the figure entered in each percentage column in the body of the chart for the respective farm (but not in excess of 40 percent of the acreage in the farm which is tilled annually or in regular rotation) exceeds the present allotment for the farm should be entered under



the applicable columns on a tabulation sheet with the following headings:

Work sheet serial No.----- 102 103 104 105 106 107 108 109 110

The percentage column for which an entry is made in the tabulation as determined above should correspond to the percentage column in the chart from which the entry was computed. Only those farms which have an allotment at present less than 110 percent (or a higher percentage if deemed necessary) of one-half of the 1937 planted and diverted acreage will be listed. The amount by which the present allotment would be increased if the various minimum farm ratios were adopted should be entered in the column under each of the applicable percentages.

In the example given below the present allotment is entered under the letters "P. A.," 50 percent of the 1937 planted and diverted acreage under "M. A.," and the tilled acreage under "T. A." In the first example the present allotment for the farm of 37 acres would not be increased unless the minimum farm ratio were 105 percent of one-half of the planted and diverted acreage. If the minimum ratio were 109 percent the increase would be 2 acres. This is determined by locating 50 percent of the planted and diverted acreage for the farm, which is 36 acres, on the left side of the chart and comparing the figure on that line under the 109 percent column, which is 39, with the percent allotment of 37. In the second example the increase in allotment is limited by 40 percent of the tilled land for any minimum ratio beyond 107 percent of one-half of the 1937 planted and diverted acreage.

P. A.	M. A.	T. A.	102	103	104	105	106	107	108	109	110
37----	36	110	0	0	0	1	1	2	2	2	3
75----	75	200	1	2	3	4	4	5	5	5	5
26----	26	100	1	1	1	1	2	2	2	2	3
50----	46	190	0	0	0	0	0	0	0	0	1

Reference should be made to the chart in all cases unless it can be readily determined by inspection that the present allotment for the farm exceeds 50 percent of the 1937 planted and diverted acreage by more than 10 percent. There should not be any entries on the tabulation unless 110 percent (or a higher percentage if used) of one-half of the 1937 planted and diverted acreage is in excess of the present allotment.

When this tabulation has been completed for all farms in the county (or State), each percentage column should be summarized to determine the amount required to increase the allotments to the respective minimum farm ratios. The total of each column should be compared with the unused acreage available for distribution. The percentage in the heading of the column of which the total is the least amount below the unused acreage available will be the minimum farm ratio for the county or State, as the case may be. The acreage entered in such column for each farm will then be added to the present acreage allotment for the farm and such new final acre-

age allotment entered in column 17 for farms in counties in which the present allotment for the farm is entered in column 12 and in column 15 for counties in which the present allotment is entered in column 16. In no case should the new final acreage allotment exceed 40 percent of the acreage which is tilled annually or in regular rotation. This may be determined in most cases from column 5 of Form ACP-58. If the indicated new final acreage allotment exceeds 40 percent of the figure in column 5 of Form ACP-58, it will be necessary to determine from the work sheet if any acreage of sugarcane for sugar, wheat, rice, or tobacco was deducted from the tilled acreage in determining the adopted tilled acreage for the farm.

## Part II. WHEAT

Under the 1938 agricultural conservation program wheat was included with general crops in determining performance and wheat acreage allotments were established only for the purpose of computing payment. In view of this fact, 1938 wheat acreage allotments were not determined until late in the season and the same forms were used for determining both 1938 and 1939 allotments. The instructions for determining such allotments are contained in Part II of Southern Region Bulletin 302.

## Part III-A. INSTRUCTIONS FOR DETERMINING 1938 FLUE-CURED TOBACCO ACREAGE ALLOTMENTS AND NORMAL YIELDS

**SEC. 31a. Procedure.**—In order to determine the flue-cured tobacco acreage allotments for individual farms before planting time the procedure outlined below will be followed:

(1) Committeemen in each county should recommend a tobacco base acreage for **each** farm on which tobacco has been grown since 1933, **including farms on which tobacco will be grown for the first time in 1938 since 1933.**

(2) Each county office should forward to the State office listing sheets showing the recommended tobacco base acreages for **all** tobacco farms in the county.

(3) The State office, with the assistance of the Southern Division, will advise county offices of the adjustments to be made from the recommended base acreages in determining the 1938 acreage allotments for individual farms.

(4) Each county office will make necessary adjustments and advise producers of the acreage allotments thus established for their farms and return the listing sheets to the State office for approval of the final adjustments.

**SEC. 32a. Entering data on listing sheets.**—For convenience in recommending base acreages and later in connection with making adjustments, farms should be tabulated in the groups and subgroups designated below. Each group and subgroup should be clearly marked and kept separate from other groups and subgroups. Farms shall be listed without regard to any subdivision or combination



since 1937; and acreage allotments will be established at present for such farms without regard to the change in size but will be reestablished later for such farms upon the basis of an agreement between the operators or in the absence of an agreement upon the basis of the acreage of land on the farms adapted to the production of tobacco.

### Group A

Group A represents farms for which tobacco bases were established under 1936 or 1937 agricultural conservation programs or for which bases were or could have been established under the 1936-39 tobacco contracts. In listing farms, those for which bases were established under the 1937 agricultural conservation program should be listed first.

### Group B

Group B represents farms for which tobacco base acreages were not established under the 1937 agricultural conservation program but on which tobacco was grown in either 1936 or 1937, or both, for the first time since 1933. Farms in this group should be tabulated in two subgroups as follows:

**Subgroup 1.**—Represents farms on which tobacco was grown in 1936 for the first time since 1933.

**Subgroup 2.**—Represents farms on which tobacco was grown in 1937 for the first time since 1933.

### Group C

Group C represents farms on which tobacco will be grown in 1938 for the first time since 1933.

**SEC. 33a. Preparation of listing sheet.**—Listing sheets should be prepared on columnar pads or old unused listing sheets of sufficient size, and should be designated as Form SR-204-T in the upper left corner. The following title should be entered at the top of this listing sheet: "Listing Sheet for Flue-cured Tobacco—1938 Agricultural Conservation Program—Southern Region." **Make all entries in a permanent ink.** Enter in the upper right corner the State and county code and directly thereunder enter the group letter and the name of the State and county. Sufficient space should be provided at the top of the listing sheet for each county committeeman's signature indicating his approval of the data thereon. It is assumed that work sheets, Forms SR-101, have been secured on **all** tobacco farms in the county. The column headings for the listing sheet for each group, together with the data to be entered therein are indicated below:

### Group A

Column number and heading	Source of Information
1. 1938 serial number.....	Leave blank pending instructions.
2. 1937 work sheet serial number..	Form SR-101.
3. Name of 1937 operator.....	Do.
4. Name of 1938 operator.....	Enter as soon as available, if different from 1937 operator.

## Group A—Continued

Column number and heading	Source of information
5. Cropland-----	Line 1, column M, Form SR-101, or column K if final adjustments have not been made.
6. Total soil-depleting base-----	Line 6, column M, Form SR-101, or column K if final adjustments have not been made.
7. 1935 acreage-----	Line 3, column D, Form SR-101.
8. 1935 acreage, adjusted-----	Committees should adjust the 1935 acreage upward for <b>known</b> effect of flood, drought, hail, and blue mold.
9. 1935 rented acreage-----	Line 2, Form T-188.
10. Total, columns 8 and 9-----	But not in excess of 1935 base.
11. 1936 base-----	Line 3, column E, Form SR-101.
12. 1936 acreage-----	Do.
13. 1936 acreage adjusted-----	Committees should adjust the 1936 acreage upward for <b>known</b> effect of flood, drought, hail, and blue mold, but not in excess of the 1936 base.
14. 1936 diverted acreage-----	Column 11 minus column 13, not in excess of 30 percent of column 11.
15. Total of columns 13 and 14----	
16. 1937 base-----	Line 3, column M, Form SR-101, or column K if final adjustments have not been made.
17. 1937 acreage-----	Line 9, column B, Form SR-108, or table 3, Form SR-101.
18. 1937 acreage adjusted-----	Committees should adjust the 1937 acreage upward for <b>known</b> effect of flood, drought, hail and blue mold but not in excess of the 1937 base.
19. 1937 diverted acreage-----	Column 16 minus column 18, not in excess of 25 percent of column 16.
20. Total of columns 18 and 19----	
21. Total of columns 10, 15, and 20.	
22. Column 21 divided by 3-----	
23. Community committee's readjustment of base acreage.	See sec. 4.
24. County committee's readjustment of base acreage—3.5 acres or less.	
25. County committee's readjustment of base acreage—3.6 to 3.9 acres.	The readjusted base acreage recommended by the county committee should be entered in the appropriate column 24 through 29. For example, if the county committee recommends a readjusted base of 4.2 acres, it should be entered in column 26.
26. County committee's readjustment of base acreage—4 to 4.3 acres.	
27. County committee's readjustment of base acreage—4.4 to 4.7 acres.	
28. County committee's readjustment of base acreage—4.8 to 5 acres.	
29. County committee's readjustment of base acreage—5.1 acres and over.	
30 through 33-----	Leave blank pending instructions.



## Group B

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 work sheet serial number-----	Form SR-101.
3. Name of 1937 operator-----	Do.
4. Name of 1938 operator-----	Enter as soon as available, if different from 1937 operator.
5. Cropland-----	Line 1, column M, Form SR-101, or column K if final adjustments have not been made.
6. Total soil-depleting base-----	Line 6, column M, Form SR-101, or column K if final adjustments have not been made.
7. 1936 acreage-----	Line 3, column G, Form SR-101.
8. 1936 acreage, adjusted-----	Committees should adjust the 1936 acreage upward for <b>known</b> effect of flood, drought, hail, and blue mold.
9. 1937 acreage-----	Table 3, Form SR-101.
10. 1937 acreage, adjusted-----	Committees should adjust the 1937 acreage upward for <b>known</b> effect of flood, drought, hail, and blue mold.
11. Total of columns 8 and 10-----	See sec. 4.
12. Column 11 divided by 3-----	
13. Community committee's readjustment of base acreage-----	
14. County committee's readjustment of base acreage—3.5 acres or less-----	
15. County committee's readjustment of base acreage—3.6 to 3.9 acres-----	
16. County committee's readjustment of base acreage—4 to 4.3 acres-----	
17. County committee's readjustment of base acreage—4.4 to 4.7 acres-----	
18. County committee's readjustment of base acreage—4.8 to 5 acres-----	
19. County committee's readjustment of base acreage—5.1 acres or over-----	
20 through 23-----	
	Leave blank pending instructions.

## Group C

1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 work sheet serial number-----	Form SR-101.
3. Name of 1938 operator-----	Do.
4. Cropland-----	Line 1, column M, Form SR-101, or column K if final adjustments have not been made.
5. Total soil-depleting base-----	Line 6, column M, Form SR-101, or column K if final adjustments have not been made.
6. Intended 1938 tobacco acreage-----	As reported by operator.
7. Community committee's readjustment of base acreage-----	See sec. 4.
8. County committee's readjustment of base acreage-----	Do.
9 through 12-----	Leave blank pending instructions.

# SEC. 34a. Recommendation by committeemen of 1938 base or normal tobacco acreage.—

## Group A

The committee shall recommend for each farm a 1938 base or normal acreage of tobacco, taking into consideration past acreage of tobacco, the land, labor, and equipment available for the production of tobacco, crop rotation practices and the soil and other physical factors affecting the production of tobacco. The recommended base for each farm shall be equitable as compared with the base acreages recommended for other farms in the community which are similar with respect to the foregoing factors. In taking into account these factors, the following instructions shall be observed:

### (1) Past acreage:

(a) Adjust acreage in 1936 or 1937 upward for known effect of flood, drought, or blue-mold on the farm.

(b) If acreage grown in both 1936 and 1937, as adjusted, was less than 50 percent of base, the base or normal acreage should not exceed 125 percent of the higher acreage in the 2 years.

(c) If the average of the acreage grown plus diversion in the 3 years 1935, 1936, and 1937 was less than 4 acres, the base or normal acreage should be at least as large as the average acreage plus diversion.

### (2) Land, labor, and equipment:

(a) The percentage which the tobacco base is of the cropland on each farm should be compared with the same percentage for all farms for which tobacco bases have been established in the county. Those farms on which the percentage of the cropland in the tobacco base varies above or below the average percentage for the county by more than  $\frac{1}{2}$  of such average shall be considered for adjustments. For example, if the total tobacco base on tobacco farms in any county is 10 percent and one farm has a percentage of 35 while another has a percentage of 3, then adjustment of the bases for such farms shall be considered. In no case shall the percentage for any farm be more than twice the county average unless recommended by committeemen on the basis of factors such as small size of the farm, the needs of the families on the farm, the equipment available, and average production for the county of crops for market other than tobacco.

In no case shall the allotments finally determined for 1938 exceed the following percentages of cropland:

<i>Maximum percent which 1938 tobacco acreage allot- ment can be of cropland</i>		<i>Maximum percent which 1938 tobacco acreage allot- ment can be of cropland</i>	
Acreages of cropland:		Acreages of cropland—Continued.	
25 acres or more.....	28	8 acres .....	37
12 to 24 acres.....	30	7 acres .....	39
11 acres.....	31	6 acres .....	41
10 acres.....	33	5 acres .....	43
9 acres.....	35	4 or less acres.....	45

The above percentages of allotment in relation to cropland are maximum percentages, and the actual percentage for most farms will be less than the maximum. The maximum percentages are designed primarily to remove any questions about unreasonably high allotments. In the case of small allotments which may be a large percentage of the cropland, the committee shall determine before adjustment within the maximum percentage, whether the operator rents additional cropland not shown on the work sheet for his farm. A bona fide small farmer owning a small acreage and renting additional acreage from year to year should have the rented cropland,

together with the cropland which he owns, considered in determining the percentage relationship. Farmers who may have 3 or 4 acres of land on which they grow nothing but tobacco and who rent no additional land, should have consideration given only to the land which they operate.

(b) The number of families living on the farm and the barns and equipment customarily used in the production of tobacco shall be considered in recommending base or normal acreages which vary from the base that would be established from the past acreage for the farm or within the relationships to cropland indicated below.

(3) **Crop rotation practices and soil.**—The recommended base or normal acreage of tobacco, considered in relation to the acreage of land suitable for tobacco production should permit desirable rotation practices to be followed on the farm.

**Group A farms planting tobacco in 1936 or 1937 above the tobacco base.**

In connection with these farms, the committee shall give consideration to an increase of the previously established base, taking into consideration the acreage of tobacco grown in 1936 and 1937 together with the other factors named above.

For any farm which has a 3-year average acreage (1935, 1936, and 1937) plus any diverted acreage in such years of 4 acres or less, the committee shall recommend a 1938 base equal to the 3-year average. The base so recommended for any such farm will be subject to reduction under the maximum percentages of tobacco base to cropland as specified above.

For any farm on which the average acreage plus diversion in the 3 years is greater than 4 acres, the committee shall recommend a base which is fair and equitable for the farm as compared with other similar farms. In making the determination as to what constitutes a fair and equitable base for such farms, the committee shall not recommend a base exceeding 70 percent of the 1936 or 1937 acreage, whichever is larger, unless such larger base can be justified on the ground of factors other than the acreage grown in 1936 or 1937 (that is, the cropland, equipment, and needs of the families on the farm). In connection with needs of families on any farm, it should be noted that the average acreage of flue-cured tobacco per family for the entire Flue-Cured Tobacco Belt, is slightly less than 3 acres.

**Group B**

Recommended normal or base acreages for farms falling in this group should be determined in accordance with the instructions for farms in group A above, with the following exceptions:

(1) If tobacco was grown on the farm in both of the years 1936 and 1937 not more than two-thirds of the average acreage grown in 1936 and 1937 should be considered as the "past acreage"; and the recommended base or normal acreage for the farm should in no case exceed 85 percent of the recommended base or normal acreage for similar farms under group A. (Seventy percent of the acreage in 1936 or 1937 can be used as a guide for this purpose.)

(2) If tobacco was grown on the farm in 1936 or 1937 not more than one-third of the acreage grown in 1937 should be considered as the "past acreage"; and the recommended base or normal acreage for



the farm should in no case exceed 75 percent of the recommended base or normal acreage for similar farms under group A. (Sixty percent of the 1936 or 1937 acreage can be used as a guide for this purpose.)

### Group C

In the case of new tobacco farms in 1938, the committee will determine a recommended acreage allotment rather than a recommended base. The recommended acreage allotment will be determined as follows:

**First.** Allot 1 acre for each new tobacco farm making a request for allotment.

**Second.** Add 1 acre for each tobacco-curing barn located on a particular farm which was more than one-half completed on February 16, 1938.

**Third.** Add one-tenth of an acre for each 10 acres of cropland in the farm in excess of 50 acres.

The acreage allotments determined in accordance with the above method shall be subject to the following limitations:

(1) The allotment for any new farm in 1938 shall not exceed an acreage which the county committee determines can be maintained over a period of years with the acreage of cropland in the farm which is adapted to growing tobacco.

(2) No allotment shall exceed  $1\frac{1}{2}$  acres if there was no tobacco curing barn completed to the extent indicated above.

(3) No allotment shall exceed 2 acres if there was one tobacco curing barn so completed.

(4) No allotment shall exceed 4 acres if there were 2 or more tobacco curing barns so completed.

(5) No allotment whatsoever shall be recommended unless the operator of the farm has made arrangements which will reasonably assure successful growing and curing of tobacco.

(6) All allotments which are recommended shall be subject to adjustment within limitations fixed for the State and for each county.

**SEC. 35a. Listing recommended readjusted tobacco acreages in county office and forwarding listing sheets to the State office.**—The readjusted tobacco base acreages recommended for each farm by the community committee and the county committee should be entered on the listing sheet in the line for the farm opposite the data already entered as provided above. The recommended readjusted base acreages should be completed for all tobacco farms in the county and the listing sheets showing totals for each group and for each subgroup in group B should be forwarded to the State office not later than a February date set by the administrative officer.

**SEC. 36a. Determination by State office of adjustments in recommended readjusted base acreages.**—The State office, with the assistance of the Southern Division, will determine the adjustments to be made from the readjusted base acreages in order to bring the total acreage allotment for all farms in the county into line with the county goal.

**SEC. 37a. Establishment and notice of individual farm acreage allotments.**—Each county office should calculate the individual farm acreage allotments by making such adjustments from the readjusted base acreage as are required by the State office, and should notify producers of the acreage allotments established for their farms.

The listing sheets should then be returned to the State office for audit and for approval of final adjustments, if found correct. If found incorrect the county office should be notified immediately so that necessary adjustments in farm acreage allotments can be made at once.

**SEC. 38a. Determination of farm normal yields.**—The normal yield per acre for each farm will be determined by community and county committeemen on the basis of the relative yield per acre obtained on the farm in 1935, the 1937 base yield, if established, and any other relative yield which may be available in the county office. The yield per acre thus obtained will be adjusted by the committees, if necessary, so as to represent the yield which may reasonably be expected from the land devoted to the production of tobacco in 1938 giving due consideration to the type of soil, drainage, production practices, general fertility of the land, and the yield of tobacco customarily secured on the farm.

In order that the average yields so established may be checked in the State office, a tabulation should be prepared for each county showing—

- (1) 1938 serial number of the farm.
- (2) Name of the 1938 operator.
- (3) The final 1938 acreage allotment.
- (4) Preliminary yield.
- (5) Preliminary production.
- (6) Final yield.
- (7) Final production.

The total of column 7 divided by the total of column 3 must not exceed the normal yield per acre established for the county.

Since the normal yield per acre so established will be used only for the purposes of payments and deductions under the 1938 agricultural conservation program, no notice will be given producers other than the entry of the yield on the application for payment.

### **Part III-B. INSTRUCTIONS FOR DETERMINING 1938 BURLEY TOBACCO ACREAGE ALLOTMENTS AND NORMAL YIELDS**

**SEC. 31b. Procedure.**—In order to determine the burley tobacco acreage allotments for individual farms the procedure outlined below will be followed:

(1) Committeemen in each county should recommend a tobacco base acreage for **each** farm on which tobacco has been grown since 1933, **including farms on which tobacco will be grown for the first time in 1938 since 1933.**

(2) Each county office should forward to the State office listing sheets showing the recommended tobacco base acreages for **all** tobacco farms in the county.

(3) The State office, with the assistance of the Southern Division, will advise county offices of the adjustments to be made from the recommended base acreages in determining the 1938 acreage allotments for individual farms.

(4) Each county office will make necessary adjustments and advise producers of the acreage allotments thus established for their farms and return the listing sheets to the State office for approval of the final adjustments.

**SEC. 32b. Entering data on listing sheets.**—For convenience in recommending base acreages and later in connection with making adjustments, farms should be tabulated in the groups and subgroups designated below. Each group and subgroup should be clearly marked and kept separate from other groups and subgroups. Farms shall be listed without regard to any subdivision or combination since 1937; and acreage allotments will be established at present for such farms without regard to the change in size but will be reestablished later for such farms upon the basis of an agreement between the operators or in the absence of an agreement upon the basis of the acreage of land on the farm adapted to the production of tobacco.

#### **Group A**

Group A represents farms for which tobacco bases were established under 1936 or 1937 agricultural conservation programs or for which bases were or could have been established under the 1936-39 tobacco contracts. In listing farms those for which bases were established under the 1937 agricultural conservation program should be listed first.

#### **Group B**

Group B represents farms for which tobacco base acreages were not established under the 1937 agricultural conservation program but on which tobacco was grown in either 1936 or 1937, or both, for the first time since 1933. Farms in this group should be tabulated in two subgroups as follows:

**Subgroup 1.**—Represents farms on which tobacco was grown in 1936 for the first time since 1933.

**Subgroup 2.**—Represents farms on which tobacco was grown in 1937 for the first time since 1933.

#### **Group C**

Group C represents farms on which tobacco will be grown in 1938 for the first time since 1933.

**SEC. 33b. Preparation of listing sheet.**—Listing sheets should be prepared on columnar pads or old unused listing sheets of sufficient size, and should be designated as Form SR-204-T-B in the upper left corner. The following title should be entered at the top of this listing sheet: "Listing Sheet for Burley Tobacco—1938 Agricultural Conservation Program—Southern Region." **Make all entries in a permanent ink or a 4A hard lead pencil.** Enter in the upper right corner the State and county code and directly thereunder enter the group letter and the name of the State and county. Sufficient space should be provided at the top of the listing sheet for each county committeeman's signature indicating his approval of the data thereon. It is assumed that work sheets, Forms SR-101, have been secured on all tobacco farms in the county. The column headings for the listing sheet for each group, together with the data to be entered therein are indicated below:



## Groups A-B

Column number and heading	Source of information
1. 1938 serial number.....	Leave blank pending instructions.
2. 1937 work sheet serial number..	Form SR-101.
3. Name of 1937 operator.....	Do.
4. Name of 1938 operator.....	Enter as soon as available, if different from 1937 operator.
5. Cropland.....	Line 1, column M, Form SR-101, or column K if final adjustments have not been made.
6. Total soil-depleting base.....	Line 6, column M, Form SR-101, or column K if final adjustments have not been made.
7. 1935 base.....	Form SR-101.
8. 1935 acreage.....	Do.
9. 1935 rented acreage.....	Line 2, Form T-188.
10. Total columns 8 and 9.....	But not in excess of 1935 base.
11. 1936 base.....	Form SR-101.
12. 1936 acreage.....	Do.
13. 1936 diverted acreage.....	Column 11 minus column 12, not in excess of 30 percent of column 11.
14. Total of columns 12 and 13....	Form SR-101.
15. 1937 base.....	Form SR-108, or Form SR-101.
16. 1937 acreage.....	Column 15 minus column 16, not in excess of 25 percent of column 15.
17. 1937 diverted acreage.....	
18. Total of columns 16 and 17....	
19. Total of columns 10, 14, and 18.	
20. Column 19 divided by 3.....	
21. Community committee's readjustment of base acreage.	See sec. 4.
22. County committee's readjustment of base acreage 2.5 acres or less.	The readjusted base acreage recommended by the county committee should be entered in the appropriate column 22 through 26. For example, if the county committee recommends a readjusted base of 2.8 acres, it should be entered in column 24.
23. County committee's readjustment of base acreage 2.6 or 2.7 acres.	
24. County committee's readjustment of base acreage 2.8 or 2.9 acres.	
25. County committee's readjustment of base acreage 3 or 3.1 acres.	
26. County committee's readjustment of base acreage 3.2 acres and over.	
27 through 30.....	Leave blank pending instructions.

## Group C

1. 1938 serial number.....	Leave blank pending instructions.
2. 1937 work sheet serial number..	Form SR-101.
3. Name of 1938 operator.....	Do.
4. Cropland.....	Line 1, column M, Form SR-101, or column K if final adjustments have not been made.
5. Total soil-depleting base.....	Line 6, column M, Form SR-101, or column K if final adjustments have not been made.
6. Intended 1938 tobacco acreage..	As reported by operator.
7. Community committee's readjustment of base acreage.	See sec. 4.
8. County committee's readjustment of base acreage.	Do.
9 through 12.....	Leave blank pending instructions.

**SEC. 34b. Recommendation by county committee of base acres for farms in each group.**—The county committee shall recommend a tobacco base acreage for each farm which will represent a reasonable normal acreage of tobacco for the farm, taking into consideration past acreage of tobacco, the land, labor, and equipment available for the production of tobacco; crop rotation practices and the soil and other physical factors affecting the production of tobacco, and which shall be equitable as compared with acreages recommended for other similar farms in the community. In taking into account the factors indicated above the following instructions shall be observed.

#### Groups A-B

(1) **Acreage in past years as a basis for recommending readjusted base acreage.**—(a) If the acreage grown in both 1936 and 1937, as adjusted for flood, drought, hail, and blue mold, was less than 50 percent of the base, the readjusted base acreage should not exceed 125 percent of the higher acreage in either of the 2 years.

(b) In no case should the recommended readjusted base acreage be less than the smaller of (a) 3 acres, or (b) the average of the acreage grown, as adjusted for flood, drought, hail, and blue mold, plus average diversion in the 3 years 1935, 1936, 1937 (column 20).

(c) For group B farms, in order to avoid giving undue weight to plantings that may have been excessive in 1936 or 1937, the past acreage should be considered as one-third of the acreage grown in 1936 or 1937, if tobacco was grown in only one of the years, and two-thirds of the average acreage if tobacco was grown in both of the years. In such cases, greater weight would be given to factors other than past acreage in determining a reasonable base acreage for the farm as compared with similar group A farms.

(2) **Land, labor, and equipment.**—(a) The relationship of the tobacco base to the cropland, number of families engaged in the production of tobacco and living on the farm, and the equipment used in the production of tobacco should be considered in recommending the readjusted tobacco base acreage for the farm.

(3) **Crop rotation practices, topography, type of soil, and acreage of food and feed crops required for home consumption needs.**—Each of these should be taken into consideration in recommending the readjusted tobacco base acreage and should permit desirable rotation practices to be followed on the farm.

(4) **Group B farms as compared with group A farms.**—The recommended base for group B farms on which tobacco was grown in only one of the years 1936 or 1937 should not exceed 75 percent of the recommended base for similar group A farms. The recommended base for group B farms on which tobacco was grown in both the years 1936 and 1937 should not exceed 85 percent of the recommended base for similar group B farms.

#### Group C

Normal acreages for group C farms for which an application is filed with the county committee prior to May 15 and will be determined as follows:

(1) If the allotment requested by the farm operator is one-half acre or less, the allotment requested shall be the normal acreage for the farm.

(2) If the allotment requested is in excess of one-half acre, the farm normal acreage shall be the sum of—

- (a) One-half acre.
- (b) One-tenth acre (up to  $2\frac{1}{2}$  acres) for each 5 acres of cropland in excess of 20 acres.
- (c) One-fifth acre for each acre curing barn or shed space on the farm (as estimated by committeemen) of the type and characters commonly used in the locality and suited to curing tobacco.

Provided that, the acreage so determined shall not exceed the smaller of (a) 3 acres, or (b) the allotment requested; except that, for persons owning or operating new tobacco farms in 1938 who have been growing tobacco in recent years, the acreage so determined may exceed 3 acres but in such case shall not exceed 60 percent of the curing barn or shed space on the farm in 1939 or 100 percent of the average acreage grown by such person during the past 3 years, whichever is smaller.

Acreage allotments for group C farms shall be determined by applying the adjustment factors used for group A and B farms to the normal acreages determined as provided above; provided that, such allotments may be reduced pro rata if necessary to come within county and State allotments.

**SEC. 35b. Listing recommended readjusted tobacco acreages in county office and forwarding listing sheets to the State office.**—The readjusted tobacco base acreages recommended for each farm by the community committee and the county committee should be entered on the listing sheet in the line for the farm opposite the data already entered as provided above. The recommended readjusted base acreages should be completed for all tobacco farms in the county; the listing sheets showing totals for each group and for each subgroup in group B should be forwarded to the State office not later than a date set by the administrative officer.

**SEC. 36b. Determination by State office of adjustments in recommended readjusted base acreages.**—The State office, with the assistance of the Southern Division, will determine the adjustments to be made from the readjusted base acreages in order to bring the total acreage allotment for all farms in the county into line with the county goal.

**SEC. 37b. Establishment and notice of individual farm acreage allotments.**—Each county office should calculate the individual farm acreage allotments by making such adjustments from the readjusted base acreage as are required by the State office, and should notify producers of the acreage allotments established for their farms. The listing sheets should then be returned to the State office for audit and for approval of final adjustments if found correct. If found incorrect the county office should be notified immediately so that necessary adjustments in farm acreage allotments could be made at once.

**SEC. 38b. Determination of farm normal yields.**—The normal yield per acre for each farm will be determined by the community and county committees on the basis of any relative yields per acre which may be available in the county office. The yield per acre so obtained will be adjusted by the committees, if necessary, so as to represent the yield which may reasonably be expected from the land devoted to the production of tobacco in 1938, giving due consideration to type of soil, drainage, production practices, general fertility of the land, and the yield of tobacco customarily secured on the farm.



In order that the normal yield so established may be checked in the State office, a tabulation shall be prepared for each county showing—

- (1) 1938 serial number of the farm.
- (2) Name of the 1938 operator.
- (3) Final 1938 tobacco allotment.
- (4) Preliminary yield.
- (5) Preliminary production.
- (6) Final yield.
- (7) Final production.

The total of column 7 divided by the total of column 3 must not exceed the yield per acre established for the county.

Since the normal yield per acre will be used only for the purpose of payments and deductions under the 1938 agricultural conservation program, no notice will be given producers other than the entry of the normal yield on the application for payment.

### Part III-C. INSTRUCTIONS FOR DETERMINING 1938 TYPE 62 TOBACCO ACREAGE ALLOTMENTS AND NORMAL YIELDS

SEC. 31c. **Procedure.**—In order to determine the type 62 tobacco acreage allotments and yields for individual farms the procedure outlined below will be followed:

(1) Committeemen in each county should recommend a tobacco acreage allotment and yield for **each** farm on which tobacco has been grown since January 1934, **including farms on which tobacco is grown in 1938 for the first time since January 1934.**

(2) Each county office should forward to the State office listing sheets showing the recommended tobacco acreage allotments and yields for **all** tobacco farms in the county.

(3) The State office will determine that the county offices have determined the allotments and yields in accordance with instructions.

(4) Each county office will advise producers of the acreage allotments and yields thus established for their farms.

SEC. 32c. **Entering data on listing sheets.**—For convenience in establishing acreage allotments and yields, farms should be tabulated in the groups and subgroups designated below. Each group and subgroup should be clearly marked and kept separate from other groups and subgroups.

#### Group A

Group A represents farms for which tobacco bases were established under the 1936 or 1937 agricultural conservation program or for which bases could have been established under the 1937 agricultural conservation program excluding farms on which tobacco was grown in 1936 for the first time and for which a base was not established. In listing farms those for which bases were established under the 1937 agricultural conservation program should be listed first.

#### Group B

Group B represents farms for which tobacco base acreages were not established under the 1937 agricultural conservation program

but on which tobacco was grown in either 1936 or 1937, or both, for the first time since January 1934. Farms in this group should be tabulated in two subgroups as follows:

**Subgroup 1.**—Represents farms on which tobacco was grown in 1936 for the first time since January 1934.

**Subgroup 2.**—Represents farms on which tobacco was grown in 1937 for the first time since January 1934.

**Group C** represents farms on which tobacco is grown in 1938 for the first time since January 1934.

**SEC. 33c. Preparation of listing sheet.**—Listing sheets should be prepared by revising copies of Form SR-204-P, and should be designated as Form SR-204-T62 in the upper left corner. Enter the group number in the upper left corner just below the form number. The title of Form SR-204-P should be changed to "Listing Sheet for Type 62 Tobacco—1938 Agricultural Conservation Program—Southern Region." **Make all entries in a permanent ink or a 4H hard lead pencil.** Enter in the upper right corner the State and county code and directly thereunder enter the name of the State and county. The revised column headings for the listing sheet for each group, together with the data to be entered therein, are indicated below:

#### Group A

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 work sheet serial number.	Form SR-101.
3. Name of 1937 operator---	Do.
4. Name of 1938 operator---	Enter as soon as available, if different from 1937 operator.
5. 1937 measured cropland--	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6. 1938 cotton acreage allotment.	Enter the official cotton acreage allotment established for the farm on Form ACP-58.
7. 1938 flue-cured tobacco acreage allotment.	Enter the official flue-cured tobacco acreage allotment established for the farm on Form SR-204-T.
8. 1938 peanut acreage allotment.	Enter the official peanut acreage allotment established for the farm on Form SR-204-P.
9. 1937 base acreage of type 45 tobacco.	Enter the 1937 base acreage of type 45 tobacco which was or could have been established for the farm in connection with the 1937 agricultural conservation program.
10. 1936 acreage of type 62 tobacco.	Enter the 1936 acreage of type 62 tobacco from the work sheet.
11. 1937 acreage of type 62 tobacco.	Enter the 1937 acreage of type 62 tobacco from the 1937 report of performance or as reported by the producer if there was not a report or performance covering the farm in 1937.
12. 1937 base acreage of type 62 tobacco.	Enter the 1937 base acreage of type 62 tobacco which was established for the farm in connection with the 1937 agricultural conservation program, or if not established, the 1936 base acreage assigned the farm.
13. 1937 tobacco yield-----	Enter the 1937 tobacco yield which was established in connection with the 1937 agricultural conservation program; or if not established, assign a 1937 base yield.

## Group A—Continued

Column number and heading	Source of information
14. 1938 preliminary type 62 tobacco acreage allotment.	This will be determined by multiplying the acreage entered in column 12 by 60 percent.
15. -----	Leave blank pending instructions.
16. Community committee's readjustment of 1938 acreage allotment.	See sec. 4-A.
17. Community committee's readjustment of 1938 yield.	See sec. 5.
18. Production -----	Column 16 times column 17.
19. County committee's readjustment of 1938 acreage allotment.	See sec. 4-A.
20. County committee's readjustment of 1938 yield.	See sec. 5.
21. Production -----	Column 19 times column 20.
22 through 28 -----	Leave blank pending instructions.

## Group B

1. 1938 serial number -----	Leave blank pending instructions.
2. 1937 work sheet serial number -----	Form SR-101.
3. Name of 1937 operator -----	Do.
4. Name of 1938 operator -----	Enter as soon as available, if different from 1937 operator.
5. 1937 measured cropland -----	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6. 1938 cotton acreage allotment -----	Enter the official cotton acreage allotment established for the farm on Form ACP-58.
7. 1938 flue-cured tobacco acreage allotment.	Enter the official flue-cured tobacco acreage allotment established for the farm on Form SR-204-T.
8. 1938 peanut acreage allotment -----	Enter the official peanut acreage allotment established for the farm on Form SR-204-P.
9. 1937 base acreage of type 45 tobacco.	Enter the 1937 base acreage of type 45 tobacco which was or could have been established for the farm in connection with the 1937 agricultural conservation program.
10. 1936 acreage of type 62 tobacco.	Enter the 1936 acreage of type 62 tobacco from the work sheet.
11. 1937 acreage of type 62 tobacco.	Enter the 1937 acreage of type 62 tobacco from the 1937 report of performance or as reported by the producer.
12. 1937 base acreage of type 62 tobacco.	Enter the 1937 base acreage of type 62 tobacco if any adjustment is required in the recommended bases entered in column 25. If no adjustment is required, leave blank.
13. -----	Leave blank pending instructions.
14. 1938 type 62 tobacco acreage allotment.	To be determined by multiplying the acreage entered in column 12; or if no entry in column 12, the acreage entered in column 25 by 80 percent.
15. 1938 normal yield -----	Enter the normal yield from column 26 or such figure adjusted if necessary.
16 through 21 -----	Leave blank pending instructions.



**Group B—Continued**

Column number and heading	Source of information
22. Community committee's recommended 1937 base acreage.	See sec. 4-B.
23. Community committee's recommended normal yield.	See sec. 5.
24. Production-----	Column 22 times column 23.
25. County committee's recommended 1937 base acreage.	See sec. 4-B.
26. County committee's recommended normal yield.	See sec. 5.
27. Production-----	Column 25 times column 26.
28.-----	Leave blank pending instructions.

**Group C**

1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 work sheet serial number-----	As shown on Form SR-101.
3. Name of 1937 operator-----	Do.
4. Name of 1938 operator-----	As soon as can be determined.
5. 1937 measured cropland-----	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6. Through 15-----	Leave blank pending instructions.
16. Preliminary 1938 acreage allotment.	See sec. 4-C.
17. Community committee's recommended 1938 yield.	See sec. 5.
18. Production-----	Column 16 times column 17.
19. Final 1938 acreage allotment--	To be determined by multiplying column 16 by 80 percent.
20. County committee's readjustment of 1938 yield.	See sec. 5.
21. Production-----	Column 19 times column 20.
22. Through 28-----	Leave blank pending instructions.

**SEC. 34c. Recommendation by community and county committees of 1938 acreage allotments for farms in each group.****A. Group A**

The community and county committees shall recommend a tobacco acreage allotment for each farm in group A.

The acreage allotment should represent a reasonable acreage allotment of tobacco for the farm, taking into consideration past acreage of tobacco, the land, labor, and equipment available for the production of tobacco; crop-rotation practices and the soil and other physical factors affecting the production of tobacco, and which shall be equitable as compared with acreage recommended for other similar farms in the community. The total acreage allotment for all farms in group A should not exceed the total of column 14. In taking into account the factors indicated above the following instructions shall be observed.

(1) **Acreage in past years as a basis for recommending acreage allotments.**—If for causes other than flood, drought, hail, or plant diseases, the acreage grown in both 1936 and 1937, was less than 50 percent of the base acreage for the applicable year, the acreage allotment should not exceed 100 percent of the higher acreage in either of the 2 years.

(2) **Land, labor, and equipment.**—The relationship of the tobacco acreage allotment to the cropland, number of families engaged in the production of tobacco and living on the farm, and the barns and equipment used in the production of tobacco should be considered in recommending the tobacco acreage allotment for the farm.

(3) **Crop-rotation practices, topography, type of soil, and acreage of food and feed crops required for home consumption needs.**—Each of these should be taken into consideration in recommending the tobacco acreage allotment and should permit desirable rotation practices to be followed on the farm.

The total acreage allotment for all group A farms should not exceed the total of column 14.

### B. Group B

To establish a 1938 acreage allotment for farms in group B, the community and county committees will recommend a 1937 base acreage. In recommending this base acreage, the factors given above for recommending acreage allotments for farms in group A shall be taken into consideration except that the provision under A (1) above will not be applicable. The bases for these farms shall be comparable with the bases established in connection with the 1937 agricultural conservation program for farms on which tobacco was grown in 1936 for the first time. When the total 1937 base has been approved for the group the adjustments, if any, will be made and the final bases entered in column 12. The 1938 acreage allotment to be entered in column 14 will be determined by applying the percentage furnished by the State office to the figures entered in column 12 or in column 25, if there is no entry in column 12. Further adjustments should not be made after the percentage is applied.

### C. Group C

To determine the 1938 acreage allotment for farms in group C enter in column 16 an acreage for each farm which will be the sum of—

- (1) 1 acre for each farm for which an allotment is requested.
- (2) 1 acre for each barn on the farm more than half completed on February 16, 1938.
- (3) 0.1 of an acre for each 10 acres of cropland in excess of 50 acres.

Provided such sum does not exceed 1.5 acres if there is no barn on the farm, or 2 acres if there is one barn on the farm, or 4 acres if more than one barn; and provided further that such sum does not exceed an acreage which the committee determines can be maintained over a period of years with the present cropland adapted to the production of tobacco. The final allotment to be entered in column 19

for all of these farms will be 80 percent of the figures entered in column 16.

**SEC. 35c. Recommendation by community and county committees of 1938 normal yields for farms in each group.**—The community and county committee shall recommend a normal tobacco yield for each farm.

The normal yield of tobacco for the farm shall be the yield which may be reasonably expected from the land devoted to the production of tobacco in 1938 with due consideration for type of soil, drainage, production practices, general fertility of the land, and the yield of tobacco customarily secured on the farm.

The weighted-average yield for all farms for which a 1938 type 62 tobacco acreage allotment is recommended must not exceed the yield approved for the county.

**SEC. 36c. Listing tobacco acreage allotments in county office and forwarding listing sheets to the State office.**—The tobacco acreage allotments recommended for each farm by the community committee and the county committee should be entered in the applicable space on the listing sheet in the line for the farm opposite those data already entered as indicated above. The recommended acreage allotment should be completed for all tobacco farms in the county participating in the 1938 agricultural conservation program. The listing sheets showing totals for each group and for each subgroup in group B should be forwarded to the State office as soon as completed.

**SEC. 37c. Approval by State office of recommended acreage allotments.**—The State office should check the 1937 tobacco base acreage and yield entered in columns 12 and 13 of group A to determine that they are correct. For those farms not covered by a work sheet executed in 1937, the base acreage and yield in columns 12 and 13 should not exceed the bases which could have been established had the farms been covered by work sheets executed in connection with the 1937 agricultural conservation program. Such bases shall be those taken from the official list. The same procedure used to establish bases in 1937 for farms on which tobacco was produced in 1936 for the first time should be used to establish bases for 1936 and 1937 new growers.

Before 1937 bases and 1938 acreage allotments can be approved for farms in group B and the 1938 acreage allotment for farms in group C, it will be necessary to have the tabulations complete in the State office for all counties.

After all groups in all counties have been received and analyzed it will be necessary to determine the percentage adjustment to be applied to the base acreage established for all group A and B farms in the State and to the preliminary 1938 acreage allotment for all group C farms in order that the totals will come within the State acreage allotment.

When this percentage has been determined, the county office should be notified and the listing sheets returned to the county office for final adjustments.

The yield for all farms for which an acreage allotment is to be established cannot exceed the yield approved for the county. Consequently, the county office should be notified of the adjustment to be made in the yields, if any.



**SEC. 38c. Establishment and notice of individual farm acreage allotments.**—Each county should complete the individual farm acreage allotments by making such adjustments in acreage and/or yield as are required by the State office. The listing sheets should then be returned to the State office for audit and for approval of final adjustments if found correct. If found correct the listing sheets will be returned to the county office immediately so that farmers may be notified of their acreage allotments and yields at once. If the State office finds that adjustments in acreage or yield are not necessary, the listing sheets will be returned to the county office and farmers notified of their allotments and yields.

### **Part III-D. INSTRUCTIONS FOR DETERMINING 1938 TYPE 45 TOBACCO ACREAGE ALLOTMENTS AND NORMAL YIELDS**

**SEC. 31d. Procedure.**—In order to determine the type 45 tobacco acreage allotments and yields for individual farms the procedure outlined below will be followed:

(1) Committeemen in each county should recommend a tobacco acreage allotment and yield for **each** farm on which tobacco has been grown since January 1934, **including farms on which tobacco is grown in 1938 for the first time since January 1934.**

(2) Each county office should forward to the State office listing sheets showing the recommended tobacco acreage allotments and yields for **all** tobacco farms in the county.

(3) The State office will determine that the county offices have determined the allotments and yields in accordance with instructions.

(4) Each county office will advise producers of the acreage allotments and yields thus established for their farms.

**SEC. 32d. Entering data on listing sheets.**—For convenience in establishing acreage allotments and yields, farms should be tabulated in groups and subgroups designated below. Each group and subgroup should be clearly marked and kept separate from other groups and subgroups.

#### **Group A**

Group A represents farms for which tobacco bases were established under the 1936 or 1937 agricultural conservation program or for which bases could have been established under the 1937 agricultural conservation program excluding farms on which tobacco was grown in 1936 for the first time and for which a base was not established. In listing farms those for which bases were established under the 1937 agricultural conservation program should be listed first.

#### **Group B**

Group B represents farms for which tobacco base acreages were not established under the 1937 agricultural conservation program but on which tobacco was grown in either 1936 or 1937, or both, for the first time since January 1934. Farms in this group should be tabulated in two subgroups as follows:

**Subgroup 1.**—Represents farms on which tobacco was grown in 1936 for the first time since January 1934.

**Subgroup 2.**—Represents farms on which tobacco was grown in 1937 for the first time since January 1934.

### Group C

Group C represents farms on which tobacco is grown in 1938 for the first time since January 1934.

**SEC. 33d. Preparation of listing sheet.**—Listing sheets should be prepared by **revising** copies of Form SR-204-P, and should be designated as Form SR-204-T45 in the upper left corner. Enter the group number in the upper left corner just below the form number. The title of Form SR-204-P should be changed to "Listing Sheet for Type 45 Tobacco—1938 Agricultural Conservation Program—Southern Region." **Make all entries in a permanent ink or a 4H hard lead pencil.** Enter in the upper right corner the State and county code and directly thereunder enter the name of the State and county. The **revised column headings for the listing sheet for each group**, together with the data to be entered therein, are indicated below:

### Group A

Column number and heading	Source of information
1. 1938 serial number.....	Leave blank pending instructions.
2. 1937 work sheet serial number.	Form SR-101.
3. Name of 1937 operator.....	Do.
4. Name of 1938 operator.....	Enter as soon as available, if different from 1937 operator.
5. 1937 measured cropland.....	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6. 1938 cotton acreage allotment.	Enter the official cotton acreage allotment established for the farm on Form ACP-58.
7. 1938 flue-cured tobacco acreage allotment.	Enter the official flue-cured tobacco acreage allotment established for the farm on Form SR-204-T.
8. 1938 peanut acreage allotment.	Enter the official peanut acreage allotment established for the farm on Form SR-204-P.
9. 1937 base acreage of type 62 tobacco.	Enter the 1937 base acreage of type 62 tobacco which was or could have been established for the farm in connection with the 1937 agricultural conservation program.
10. 1936 acreage of type 45 tobacco.	Enter the 1936 acreage of type 45 tobacco from the work sheet.
11. 1937 acreage of type 45 tobacco.	Enter the 1937 acreage of type 45 tobacco from the 1937 report of performance or as reported by the producer if there was not a report of performance covering the farm in 1937.
12. 1937 base acreage of type 45 tobacco.	Enter the 1937 base acreage of type 45 tobacco which was established for the farm in connection with the 1937 agricultural conservation program, or if not established, the 1936 base acreage assigned the farm.
13. 1937 tobacco yield.....	Enter the 1937 tobacco yield which was established in connection with the 1937 agricultural conservation program, or if not established, assign a 1937 base yield.

## Group A—Continued

Column number and heading	Source of information
14. 1938 preliminary type 45 tobacco acreage allotment.	This will be determined by multiplying the acreage entered in column 12 by percent. (This percentage will be furnished by the State office.)
15. Leave blank-----	Leave blank.
16. Community committee's readjustment of 1938 acreage allotment.	See sec. 4-A.
17. Community committee's readjustment of 1938 yield.	See sec. 5.
18. Production-----	Column 16 times column 17.
19. County committee's readjustment of 1938 acreage allotment.	See sec. 4-A.
20. County Committee's readjustment of 1938 yield.	See sec. 5.
21. Production-----	Column 19 times column 20.
22 through 28-----	Leave blank pending instructions.

## Group B

1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 work sheet serial number-----	Form SR-101.
3. Name of 1937 operator-----	Do.
4. Name of 1938 operator-----	Enter as soon as available, if different from 1937 operator.
5. 1937 measured cropland-----	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6. 1938 cotton acreage allotment-----	Enter the official cotton acreage allotment established for the farm on Form ACP-58.
7. 1938 flue-cured tobacco acreage allotment.	Enter the official flue-cured tobacco acreage allotment established for the farm on Form SR-204-T.
8. 1938 peanut acreage allotment-----	Enter the official peanut acreage allotment established for the farm on Form SR-204-P.
9. 1937 base acreage of type 62 tobacco.	Enter the 1937 base acreage of type 62 tobacco which was or could have been established for the farm in connection with the 1937 agricultural conservation program.
10. 1936 acreage of type 45 tobacco.	Enter the 1936 acreage of type 45 tobacco from the work sheet.
11. 1937 acreage of type 45 tobacco.	Enter the 1937 acreage of type 45 tobacco from the work sheet.
12. 1937 base acreage of type 45 tobacco.	Enter the 1937 base acreage of type 45 tobacco if any adjustment is required in the recommended bases entered in column 25. If no adjustment is required, leave blank.
13. Leave blank-----	Leave blank.
14. 1938 type 45 tobacco acreage allotment.	To be determined by multiplying the acreage entered in column 12 or if no entry in column 12 the acreage entered in column 25 by percent. (This percentage will be furnished by the State office).
15. 1938 normal yield-----	Enter the normal yield from column 26 or such figure adjusted if necessary.



## Group B—Continued

Column number and heading	Source of information
16. through 21.....	Leave blank pending instructions.
22. Community committee's recommended 1937 base acreage.	See sec. 4-B.
23. Community committee's recommended normal yield.	See sec. 5.
24. Production.....	Column 22 times column 23.
25. County committee's recommended 1937 base acreage.	See sec. 4-B.
26. County committee's recommended normal yield.	See sec. 5.
27. Production.....	Column 25 times column 26.
28.....	Leave blank pending instructions.

## Group C

1. 1938 serial number.....	Leave blank pending instructions.
2. 1937 work sheet serial number.....	Form SR-101.
3. Name of 1937 operator.....	Do.
4. Name of 1938 operator.....	Do.
5. 1937 measured cropland.....	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6 through 15.....	Leave blank pending instructions.
16. Preliminary 1938 acreage allotment.	See sec. 4-C.
17. Community committee's recommended 1938 yield.	See sec. 5.
18. Production.....	Column 16 times column 17.
19. Final 1938 acreage allotment.....	To be determined by multiplying column 16 by ____ percent. (This percent to be furnished by the State office.)
20. County committee's readjustment of 1938 yield.	See sec. 5.
21. Production.....	Column 19 times column 20.
22 through 28.....	Leave blank pending instructions.

### SEC. 34d. Recommendation by community and county committees of 1938 acreage allotments for farms in each group.

#### A. Group A

The community and county committees shall recommend a tobacco acreage allotment for each farm in group A.

The acreage allotment should represent a reasonable acreage allotment of tobacco for the farm, taking into consideration past acreage of tobacco, the land, labor, and equipment available for the production of tobacco; crop-rotation practices and the soil and other physical factors affecting the production of tobacco, and which shall be equitable as compared with acreage recommended for other similar farms in the community. The total acreage allotment for all farms in group A should not exceed the total of column 14. In taking into account the factors indicated above the following instructions shall be observed.

(1) **Acreage in past years as a basis for recommending acreage allotments.**—If, for causes other than flood, drought, hail, or plant diseases, the acreage grown in both 1936 and 1937 was less than 50 percent of the base acreage for the applicable year, the acreage allotment should not exceed 100 percent of the higher acreage in either of the 2 years.

(2) **Land, labor and equipment.**—The relationship of the tobacco acreage allotment to the cropland, number of families engaged in the production of tobacco and living on the farm, and the barns and equipment used in the production of tobacco should be considered in recommending the tobacco acreage allotment for the farm.

(3) **Crop rotation practices, topography, type of soil, and acreage of food and feed crops required for home consumption needs.**—Each of these should be taken into consideration in recommending the tobacco acreage allotment and should permit desirable rotation practices to be followed on the farm.

The total acreage allotment for all group A farms should not exceed the total of column 14.

### B. Group B

Before establishing a 1938 acreage allotment for farms in group B, the community and county committees will recommend a 1937 base acreage. In recommending this base acreage, the factors given above for recommending acreage allotments for farms in group A shall be taken into consideration, except that the provision under subsection A-1 above will not be applicable. The bases for these farms shall be comparable with the bases established in connection with the 1937 program for farms on which tobacco was grown in 1936 for the first time. When the total 1937 base has been approved for the group, the adjustments, if any, will be made and the final bases entered in column 12. The 1938 acreage allotment to be entered in column 14 will be determined by applying the percentage furnished by the State office to the figures entered in column 12 or in column 25, if there is no entry in column 12. Further adjustments should not be made after the percentage is applied.

### C. Group C

To determine the 1938 acreage allotment for farms in group C enter in column 16 an acreage for each farm which will be the sum of:

- (1) 1 acre for each farm for which an allotment is requested.
- (2) 1 acre for each barn on the farm more than half completed on February 16, 1938.
- (3) 0.1 of an acre for each 10 acres of cropland in excess of 50 acres.

Provided such sum does not exceed 1.5 acres if there is no barn on the farm, or 2 acres if there is one barn on the farm, or 4 acres if more than one barn; and provided further that such sum does not exceed an acreage which the committee determines can be maintained over a period of years with the present cropland adapted to the production of tobacco. The final allotment to be entered on column 19 for these farms will be a percentage of the figures entered in column 16, such percentage to be furnished by the State office.

**SEC. 35d. Recommendation by community and county committees of 1938 normal yields for farms in each group.**—The com-

munity and county committee shall recommend a normal tobacco yield for each farm.

The normal yield of tobacco for the farm shall be the yield which may be reasonably expected from the land devoted to the production of type 45 tobacco in 1938 with due consideration for type of soil, drainage, production practices, general fertility of the land, and the yield of tobacco customarily secured on the farm.

The weighted average yield for all farms for which a 1938 type 45 tobacco acreage allotment is recommended must not exceed the yield approved for the county.

**SEC. 36d. Listing tobacco acreage allotments in county office and forwarding listing sheets to the State office.**—The tobacco acreage allotments recommended for each farm by the community committee and the county committee should be entered in the applicable space on the listing sheet in the line for the farm opposite that data already entered as indicated above. The recommended acreage allotment should be completed for all tobacco farms in the county participating in the 1936 agricultural conservation program. The listing sheets showing totals for each group and for each subgroup in group B should be forwarded to the State office as soon as completed.

**SEC. 37d. Approval by State office of recommended acreage allotments.**—The State office should check the 1937 tobacco base acreage and yield entered in columns 12 and 13 of group A to determine that they are correct. For those farms not covered by a work sheet executed in 1937, the base acreage and yield in columns 12 and 13 should not exceed the bases which could have been established had the farms been covered by work sheets executed in connection with the 1937 agricultural conservation program. Such bases shall be those on the official list in the State office. The same procedure used to establish bases in 1937 for farms on which tobacco was produced in 1936 for the first time should be used to establish bases for 1936 and 1937 new growers.

Before 1937 bases and 1938 acreage allotments can be approved for farms in group B and the 1938 acreage allotment for farms in group C, it will be necessary to have the tabulation complete in the State office for all counties.

After all groups in all counties have been received and analyzed it will be necessary to determine the percentage adjustment to be applied to the base acreage established for all group A and B farms in the State and to the preliminary 1938 acreage allotment for all group C farms in order that the totals will come within the State acreage allotment.

When this percentage has been determined, the county office should be notified and the listing sheets returned to the county office for final adjustments.

The yield for all farms for which an acreage allotment is to be established cannot exceed the yield approved for the county. Consequently, the county office should be notified of the adjustment to be made in the yields, if any.

**SEC. 38d. Establishment and notice of individual farm acreage allotments.**—Each county should complete the individual farm



acreage allotments by making such adjustments in acreage and/or yield as are required by the State office. The listing sheets should then be returned to the State office for audit and for approval of final adjustment if found correct. If found correct the listing sheets will be returned to the county office immediately so that farmers may be notified of their acreage allotments and yields at once. If the State office finds that adjustments in acreage or yield are not necessary, the listing sheets will be returned to the county office and farmers notified of their allotments and yields.

#### Part IV. INSTRUCTIONS FOR DETERMINING 1938 RICE ACREAGE ALLOTMENTS AND NORMAL YIELDS

**SEC. 41. Introduction.**—The sum of the producers' rice acreage allotments for all producers in the State who are participating in the production of rice in 1938 shall not exceed their proportionate share of the State rice acreage allotment established by the Agricultural Adjustment Administration.

The sum of the producers' rice acreage allotments for all producers who are participating in the production of rice in 1938 and who did not participate in the production of rice in any of the years 1933 through 1937 and for whom a rice acreage allotment is established under the 1938 agricultural conservation program, shall not exceed 1 percent of the State rice acreage allotment established by the Agricultural Adjustment Administration.

The 1938 rice acreage allotment and production for the State will be apportioned to producers in the following groups: Group I will represent the producers who participated in the production of rice and received a rice acreage allotment in 1937. Group II will represent producers who participated in the production of rice during one or more of the years 1933 through 1937 but who did not receive a rice acreage allotment in 1937, while group III will represent the producers who did not participate in the production of rice during any of the years 1933 through 1937, but who will participate in rice production in 1938. The 1938 rice acreage allotment for all producers in group I shall not exceed the total rice acreage allotments approved for such producers in 1937. Upward and downward adjustments, however, may be made among such rice producers. The 1938 rice acreage allotment for group II producers shall not exceed the difference between the total 1938 rice acreage allotment for the State and the rice acreage allotment for group I producers less a reserve (not exceeding 1 percent of the rice acreage allotment for the State), for group III producers.

**SEC. 42. Definitions.**—In addition to the definitions contained in Southern Region Bulletin 201 (hereinafter referred to as SRB-201), the following definitions shall apply to terms used herein and in all forms and documents related to the 1938 agricultural conservation program:

**Producer's rice acreage allotment** means the acreage established by the Agricultural Adjustment Administration for a rice producer as his share of the 1938 State rice acreage allotment.

**Rice acreage allotment** means the rice acreage established for a farm on the basis of the rice acreage allocated to the farm in 1938

by all persons participating in the production of rice on the farm in 1938, adjusted in accordance with the acreage on the farm suited to rice production and for which water is readily available, the acreage of rice customarily grown by all such persons, and the rice acreage allotment for similar farms in the same community.

**The yield per acre** of rice for any farm shall be the average yield per acre for the farm for the years 1933 through 1937. If reliable records are not available of the average yield per acre for the farm, or if rice was not planted on the farm, for any year of the 5-year period, the county committee shall appraise a yield for such year on the basis of the yield customarily secured on the farm, type of soil, drainage, production practices, and general fertility of the land, and the yield which was or could have reasonably been expected on the farm for such year.

**Participating in the production of rice** means sharing as a rice producer in the production of rice.

**Rice producer** means a person who in 1938 (1) as landlord operates a farm on which rice is produced; (2) as share tenant operates a farm on which rice is produced; (3) as share-cropper works a producer unit on which rice is produced; (4) as landlord leases to a share-tenant a farm on which rice is produced; or (5) furnished water or seed rice for the production of rice in 1938 on a share basis.

**SEC. 43. Form SR-206, Producer's Rice Acreage Allotment and Production.**—Form SR-206 shall be executed for group III rice producers who did not participate in the production of rice in any of the years 1933 through 1937, but who expect to participate in the production of rice in 1938; for group II producers who participated in the production of rice in one or more of the years 1933 through 1937, and who did not have a rice base acreage and rice base production established in 1937; and for group I producers who had a rice base acreage and rice base production established in 1937 but for whom an adjustment is recommended for 1938 by the county committee, either because the producer requests an adjustment and an adjustment is found to be justified or because the county committee finds that the facts are such that an adjustment should be made.

Form SR-206 shall be filled out in triplicate. The original should be sent to the State office and the duplicate and triplicate retained in the county office. After final adjustment is accepted by the State office, one copy should be retained in the county office and one copy forwarded to the rice producer.

Enter the State and county code numbers in the spaces indicated. Enter the name and address of the producer in the spaces indicated.

**Section I.** Each producer executing Form SR-206 shall, with the aid of a community committeeman, fill in the applicable information requested for each of the years 1933 through 1937. The acreage for the respective years shall be that acreage from which the producer received the rice produced or the proceeds thereof under the terms of the lease or operating agreement on the farm(s). If rice was grown on shares, **only that portion received by the producer in question should be included.**

In case a partnership participated in the production of rice in any of the years 1933 through 1937, and such partnership has been dissolved, the acreage share of each such partner in the rice grown by

the partnership in any such year will be the percentage share which he owned in the assets of the partnership.

The data entered in this section should be supported by receipts, if available, from a rice mill, warehouse, or canal company.

Enter in line 7, column A, the amount determined by dividing the amount in line 6, column A, by the number of years in which rice was produced. Enter in line 7, column C, the amount determined by dividing the amount in line 6, column C, by the number of years in which rice was produced.

The average yield per acre to be entered in line 7, column B, shall be determined by dividing the production in line 7, column C, by the acreage in line 7, column A. The average yield shall be expressed to the nearest whole number; tenths amounting to 5 or less shall be dropped and tenths amounting to more than 5 shall be considered as a whole number.

The community and county committees shall make their adjustments in lines 8 and 9, column A, on the basis of the rice acreage grown during the years 1933 through 1937, land, labor, equipment, and water available for the production of rice; crop rotation practices, soil fertility, and other physical factors affecting the production of rice. Line 10 shall be filled out after the State committee has determined the total acreage which is available to be allotted to producers executing Form SR-206.

In cases where reliable records of the actual average yield of rice per acre for the years 1933 through 1937 are presented by the farmer or are available to the committee, the entry to be made in lines 8 and 9, column B, by the community and county committees shall be the average of such yields. If the actual yield per acre is not available for any year of such 5-year period in which rice was produced, the county committee shall appraise a yield for such year from all available facts; including the yield customarily secured on the farm, weather conditions, type of soil, drainage, production practices, general fertility of the land, and the yield which was or could have been expected on the farm(s) for such year.

When all Forms SR-206 have been received from the county offices a tabulation shall be made on columnar paper showing in column 1 the rice producer's serial number, column 2 the name of the rice producer, and column 3 the rice acreage, as shown in line 9, column A, recommended for 1938 by the county committee for each such rice producer. This tabulation will be made only for group I producers for whom an adjustment is recommended in 1938 and for all group II and group III producers. A summary for the State shall be made showing the total number of producers and the acreage recommended for each group above and the 1937 rice acreage allotment for producers for whom an adjustment was not recommended for 1938.

After all Forms SR-206 have been analyzed in the State office, in order to bring the sum of the acreage allotments for such producers within the amount available for each such group for which Form SR-206 is submitted, the county committee shall make its final adjustment in line 10.

**Sec. II.** Enter in line 11, columns A and C, respectively, the rice base acreage and rice base production, if any, established for the producer under the 1937 agricultural conservation program. Enter



in line 11, column B, the yield per acre obtained by dividing the rice base production in line 11, column C, by the rice base acreage in line 11, column A. If no rice base acreage and rice base production was established for the producer in 1937, and if a base was established for the producer in either 1935 or 1936, strike out "1937" and enter the latest year for which a base was established together with the data relative to the amount of such base. If a base was not established for the producer for any of the years 1935, 1936, or 1937, the word "none" should be written in the space for the rice base acreage.

**Sec. III.** The rice producer, with the aid of a community committeeman, shall enter the requested information in lines 12 through 15 and sign Form SR-206 in the space indicated above Section I. The date of the signature should be entered. The signature should be witnessed if made by mark.

After the community committee has aided the producer in entering the applicable information in sections I and III and has made its adjustment in line 8, one member of the committee shall sign for the committee in the space provided. The date of such signature shall be entered in the space provided.

After the county committee has made its final adjustment in line 10, one member of the committee shall sign for the committee in the space provided. The date of such signature shall be entered in the space provided.

**SEC. 44. Form ACP-62, Summary of Producers' 1938 Rice Acreage Allotments and Production.**—After final adjustments of producers' acreage allotments have been made, Form ACP-62 shall be prepared. When approved, Form ACP-62 becomes the official register of the producers' 1938 acreage allotments.

Form ACP-62 shall be prepared in triplicate. The original is to be submitted to the Director of the Southern Division for approval, the duplicate retained in the State office, and the triplicate furnished to the Preaudit Office of the General Accounting Office.

Enter the page number and the name of the State in the spaces provided. Enter in column A the producer's serial number. The producer's serial number shall be the number assigned the rice producer in 1937, provided a rice base acreage and rice base production was established for the producer in 1937. The rice producers who have a rice acreage allotment and production established in 1938 and who did not have a rice base acreage and rice base production established in 1937 shall be assigned numbers beginning with the next succeeding number after the last number assigned in 1937 in the State.

Enter in columns B and C for each rice producer the respective information from Forms ACP-32 or SR-206, whichever is applicable. Each rice producer should be advised of his 1938 rice acreage allotment before making acreage allocations to any farms. Leave columns D and E blank.

Enter on each page a subtotal of column C. Prepare a State summary showing for each page of Form ACP-62 the number of producers and the acreage in column C.

**SEC. 45. Form ACP-61, Declaration of Rice Acreage.**—Form ACP-61 shall be prepared for each farm to which an allocation of rice acreage is made in 1938. Each rice producer shall indicate thereon the extent of his allocation of rice acreage to the farm.

The allocation of rice acreage made by any rice producer to the farm shall not be changed after a date recommended by the State committee and approved by the Director of the Southern Division, affording reasonable opportunity to make allocations which accord with plans for 1938 rice farming operations. At least 15 days' public notice of such final date shall be given.

Form ACP-61 shall be prepared in triplicate, except as provided below. The original shall be sent to the State office, the duplicate retained in the county office and the triplicate forwarded to the rice producer. Where two or more rice producers make allocation of rice acreage to the same farm, a copy of Form ACP-61 shall be forwarded to each such rice producer.

Enter in the spaces indicated the State and county code numbers, the names of the State and county, the 1937 worksheet serial number, and the name of the operator of the farm in 1938.

Each producer before making an allocation of rice acreage to the farm covered by the Form ACP-61 should familiarize himself with the representations by producers directly above the Schedule of Rice Acreage Allocated to the Farm.

In order for a rice producer to be eligible to make an allocation of rice acreage to a farm, he must participate in the production of rice in 1938 on that farm.

For each producer making an allocation of rice acreage to the farm, enter in column A the producer's serial number and such producer shall sign in column B opposite his serial number. Enter in column C opposite each producer's name the rice acreage which he allocates to the farm. A rice producer may allocate rice acreage to one or more farms, but the sum of his allocations must not exceed his rice acreage allotment as shown in column C, Form ACP-62. Leave columns D and E blank through line 13.

At the time the producer signs Form ACP-61, table 3 of the work sheet, Form SR-101, covering such farm should be executed for the period 1933 through 1937. The word "Tobacco" should be changed to read "Rice" and the year "1932" changed to "1937." The word "pounds" in the production and yield columns should be changed to read "bushels" or "barrels," whichever is applicable. The yield should be expressed in whole bushels or to the nearest tenth of a barrel. If reliable records of the rice yield per acre for the farm are available for the years 1933 through 1937, the average of such yields will be the normal yield per acre for the farm. If there are no reliable records available of the average yield per acre for the farm for **any** year of the **5-year** period, the county committee shall appraise a yield for **such** year on the basis of the yield customarily secured on the farm, type of soil, drainage, production practices, and general fertility of the land, and the yield which was or could have reasonably been expected on the farm for such year.

When a figure has been entered for each of the years 1933 through 1937 in table 3 of the work-sheet executed for farms on which rice is produced, the **total** of the **yields** shown in the last column of table 3 should be entered in the applicable space. Such total should then be **divided** by 5 and the average entered directly below the total on the line provided. In the succeeding two lines the community and county committees will adjust the average yield for the farm in

accordance with the factors outlined above and enter their recommendations in the respective lines in table 3. The adjusted average yield in table 3 recommended by the community committee shall be transferred to line 14, column D, Form ACP-61, while the adjusted average yield recommended by the county committee shall be transferred from table 3, Form SR-101, to line 15, column D, Form ACP-61.

Lines 14 and 15, column C, should be used for necessary acreage adjustments, if the county committee determines that the sum of such allocations to the farm is not equitable, as compared with rice allotments for farms in the same community which are similar with respect to crop-rotation practices, soil fertility, equipment, and water available for the production of rice, adjustments shall be made in the rice acreage allotment for the farm in order to make such acreage allotment comparable with the rice acreage allotments established for farms in the same community which are similar with respect to such factors.

The community and county committees shall review the data on Form ACP-61 before approving such form and the date of their approval shall be entered in the space provided.

The 1938 operator of the farm shall be advised of the 1938 rice acreage allotment for the farm, as shown in line 16, column C.

**SEC. 46. Form ACP-63, Schedule of Rice Acreage.**—Form ACP-63 should be executed by each rice producer for whom an acreage allotment is established in 1938 before making application for payment under the 1938 agricultural conservation program. It is a consolidated statement showing the producer's rice acreage allocated to each farm in the State on which he is participating in the production of rice in 1938.

Form ACP-63 should be prepared in triplicate, except as provided below. The original should be sent to the State office, the duplicate retained in the county office, and the triplicate forwarded to the producer. Where the producer has allocated rice acreage to farms located in more than one county in the State, a Form ACP-63 shall be prepared in each such county, listing only the information with respect to such farms in that county, but shall not be signed by the producer. A copy of each such Form ACP-63 shall be forwarded to the county in which the rice producer's farming headquarters are located, or, in the absence of any farming headquarters, to the county in which he has made the largest allocation of rice acreage. Upon receipt of the last of such Forms ACP-63 in such county, the county committee shall prepare a "master" Form ACP-63 consolidating the data on all such Forms ACP-63. Such "master" Form ACP-63 shall be signed by the rice producer and handled in the same manner as other Forms ACP-63. In such cases a copy of the producer's "master" Form ACP-63 should be forwarded to each such county.

Enter in the spaces indicated the State and county code numbers and the producer's serial number. Where the rice producer has allocated rice acreage to farms located in more than one county in the State, the county to be indicated on the "master" Form ACP-63 shall be the one in which the "master" Form ACP-63 is prepared.

Enter the data requested in columns A, B, and C for each farm on which the producer is participating in the production of rice in



1938, regardless of whether the producer made an allocation of rice acreage to the farm. The total of the amounts in column C shall not exceed the producer's rice acreage allotment.

Should one sheet prove insufficient for listing all farms on which the producer is participating in the production of rice in 1938, additional Forms ACP-63 shall be used as continuation sheets and appropriately identified as such. In such cases the total of column C should be entered on the last page only.

**SEC. 47. County office instructions for filling out form SR-204R.**—Form SR-204R will be used for tabulating data with respect to rice for all rice farms for which Form ACP-61 is executed in connection with the 1938 agricultural conservation program. The page number, the State and county code numbers, and the name of the State and county shall be entered at the top of the page in the applicable spaces on the listing sheet.

Columns 1 through 21 shall be executed in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 serial number.....	Leave blank pending further instructions.
2. 1937 worksheet serial number.....	As shown on Form SR-101 executed for the farm.
3. Name of 1938 operator.....	As shown at the top of Form ACP-61.
4. 1937 measured cropland.....	Enter the figure from line 1, column M (or if column M was not executed, from column K adjusted in line with 1937 cropland measurements), Form SR-101.
5. 1937 cotton base.....	Enter the figure from line 2, column M (or from column K, if column M has not been executed), Form SR-101.
6. 1937 sugarcane for sugar base.....	Enter the figure from line 2, column C, Form SR-109, if any. If such form was not executed for the farm enter the figure from line 3, column K, Form SR-101.
7. 1938 allocated acreage of rice.....	Enter the figure from line 13, column C, Form ACP-61.
8. Community committee's adjustment of rice acreage allotment.	Enter the figure from line 14, column C, Form ACP-61.
9. Community committee's adjustment of rice yield.	Enter the figure from line 14, column D, Form ACP-61.
10. County committee's preliminary adjustment of rice acreage allotment.	Enter the figure from line 15, column C, Form ACP-61.
11. County committee's preliminary adjustment of rice yield.	Enter the figure from line 15, column D, Form ACP-61.
12. County committee's preliminary adjustment of rice production.	Enter the product of column 10 multiplied by column 11.
13. County committee's final adjustment of rice acreage allotment.	Enter the figure from line 16, column C, Form ACP-61.
14. County committee's final adjustment of rice yield.	Enter the figure from line 16, column D, Form ACP-61.
15. County committee's final adjustment of rice production.	Enter the product of column 13 multiplied by column 14.
16, 17, 18, 19, 20, 21.....	Leave blank pending further instructions.

The total of either column 10 or 13 for all rice farms in the county must not exceed the total of column 7 for such farms. If desirable, rice producers may be advised of the final rice acreage allotment for their farms before the yield per acre is finally established. The weighted-average yield for all farms in the county as determined by dividing the total of column 15 by the total of column 13 must not exceed the average yield of rice established by the Agricultural Adjustment Administration for the county. Such official county average yield will be furnished by the State office when available. The final adjustment of the acreage allotment, yield, and production to be entered in columns 13, 14, and 15 of Form SR-204R may be made directly on the listing sheet by the county committee and transferred to line 16, columns C, D, and E, respectively, of Form ACP-61, if desirable.

When the county committee has entered its final adjustments of rice acreage allotments and production for all rice farms in the county on Form SR-204R, a summary of such form shall be prepared showing the totals of the applicable columns for each page and for the county. Three members of the county committee will indicate their approval of the rice acreage allotments established for farms in the county by entering their signatures in the applicable space at the top of each listing sheet on which data with respect to farms on which rice is produced have been listed. The summary and the listing sheets will then be transmitted to the State office for final review and approval if found to be correct.

## Part V. INSTRUCTIONS FOR DETERMINING 1938 POTATO ACREAGE ALLOTMENTS AND NORMAL YIELDS

**SEC. 51. Procedure.**—In order to establish 1938 potato acreage allotments and to determine the proportionate part of the county allotment to be assigned to 1938 cooperators it will be necessary to obtain data from potato producers in counties designated as commercial potato counties under the 1938 program. These data should be obtained for **every** farm (100 percent sign-up) which produced 3 or more acres of potatoes in either of the years 1936 or 1937. Such farms will be considered in two groups; (1) those covered by a work sheet in 1937 and (2) those not covered by a work sheet in 1937. A new form has not been prepared on which to record potato data since the 1937 work sheet, Form SR-101, may be used conveniently for this purpose. For farms covered by a work sheet in 1937 it will be necessary only to obtain from the producer additional data with respect to Irish potatoes.

The space above section I of Form SR-101 should be executed in full, including the signature of the owner or operator, in accordance with the provisions of SRB-102. The serial number of the 1937 work sheet covering the farm should be entered. No entry should be made in sections I and II and only the last line of section III should be executed. Table 2 on the reverse side of the work sheet should then be filled out, using potato data instead of peanut data. Change the word "Peanut" in the heading of this table to the word "Potato." In the columns headed "Production and yield per acre,"

the word "Pounds" should be changed to "Bushels." Delete all years in the first column except 1936 and enter the year 1937 in the line immediately below.

Enter in table 2 the acreage and production for the farm for the years 1936 and 1937 as reported by the producer. Production data should be substantiated by the producer insofar as practicable and would consist of sales receipts, receipts for seed bought, records of shipments, or any other available evidence. In the space immediately below table 4, the number of families on the farm in 1938 should be entered and properly designated; for example "4 families."

For those farms not covered by a work sheet in 1937 all the above data should be entered and the remainder of the work sheet should be executed in accordance with instructions in SRB-102. These work sheets should be numbered consecutively beginning with 8001, provided, however, that if numbers in this series were used in 1937, numbers in a new series not used in 1937 should be assigned.

**SEC. 52. Preparation of listing sheet.**—When the data listed above have been obtained from potato producers it will be tabulated in the county office. A potato listing sheet has not been prepared and column headings should be entered on 1937 listing sheets and the potato data entered thereon. Such listing sheet should be designated as Form SR-204f—1938 listing sheet for Irish potatoes. Before tabulating the potato data from work sheets on Form SR-204f, the county office should determine that data have been secured for all farms in the county which produced 3 or more acres of potatoes in either 1936 or 1937 and that all such work sheets are in the county office. Data should be entered on Form SR-204f as follows:

Column number and heading	Source of information
1. Work sheet serial number-----	Form SR-101.
2. Name of operator-----	Do.
3. Total cropland-----	Line 1, column M, Form SR-101, or line 1, column K, Form SR-101.
4. 1936 acreage-----	Table 2, Form SR-101.
5. 1936 yield-----	Do.
6. 1936 production-----	Do.
7. 1937 acreage-----	Do.
8. 1937 yield-----	Do.
9. 1937 production-----	Do.
10. 1936-37 average acreage-----	Do.
11. 1936-37 average yield-----	Do.
12. 1936-37 average production---	Do.
14. Families on farm in 1938-----	Space below table 4, Form SR-101.

When the data have been listed in columns 1 through 12 and in column 14, the community committee should then make its recommendation of the normal or usual acreage for each farm. In determining the normal acreage the county committee should use the 1936 and 1937 acreage adjusted by taking into consideration good soil management, the tillable acreage on the farm, the type of soil topography, production facilities, the crop-rotation system, the acreage of potatoes customarily grown on the farm, and the acreage of food and feed crops needed for home consumption on the farm.



The community committee's recommended 1938 potato acreage allotment and normal yield should be entered in columns 20 and 21, respectively. Enter in column 22 the production obtained by multiplying the acreage in column 20 by the normal yield in column 21. The county committee shall adjust the acreage allotments and normal yields recommended by the community committee, if necessary, and the county committee's recommended acreage allotment and normal yield shall be entered in columns 23 and 24, respectively. Enter in column 25 the production obtained by multiplying the acreage in column 23 by the normal yield in column 24.

When the community and county committees have made their recommendations the listings sheets, Forms SR-204f, should then be transmitted to the State office, together with the work sheets for each farm for which a potato acreage allotment is recommended.

**SEC. 53. State office procedure.**—The State office shall check the data entered on Forms SR-204f to determine that such data have been transferred correctly from the work sheets and that the 1936-37 average acreage and yield have been correctly computed. The State office shall review the recommended acreage allotments and normal yields and if found to be in line shall transmit the listing sheets, together with the work sheets, to the Washington office for final approval.

The data for each county shall be reviewed in the Washington office and the listing sheets and work sheets returned to the State office, together with instructions regarding any adjustments required in either the recommended acreage allotments or normal yields. The State office shall transmit the listing sheets and the work sheets to the county office and shall also advise the county office of any adjustments required. After making the final adjustments, if necessary, the county office shall notify the operator of each farm the 1938 acreage allotment and normal yield approved for his farm. The listing sheets shall then be transmitted to the State office for final approval if found to be correct.

## **Part VI. INSTRUCTIONS FOR DETERMINING 1938 PEANUT ACREAGE ALLOTMENTS AND NORMAL YIELDS**

**SEC. 61. Farms for which a peanut acreage allotment may be established.**—A peanut acreage allotment may be established for all farms covered by work sheets and producing peanuts for market in counties designated by the Agricultural Adjustment Administration as commercial peanut-producing areas. "Peanuts for market" means only those peanuts separated from the vines by mechanical means and from which the principal part of the production is sold to persons off the farm.

**SEC. 62. Procedure.**—The procedure outlined below shall be followed in determining commercial peanut acreage allotments and normal yields for individual farms in designated commercial peanut counties.

(1) Preliminary 1938 acreage allotments (column 14 of Form SR-204-P) shall be determined by applying 90 percent to the entries in column 12 of Form SR-204-P.

(2) Preliminary yields (column 15) shall be determined by applying a percentage specified by the State office to the entries in column 13.

(3) The community committee shall enter in columns 16 and 17 its readjustment of the 1938 acreage allotment and yield.

(4) The county committee, upon the basis of the community committee's readjustment, shall recommend peanut acreage allotments and yields and forward the listing sheet to the State office for approval. The weighted average yield for all farms for which peanut acreage allotments are established must not exceed the average yield established for the county.

**SEC. 63. Preparation of the listing sheet, Form SR-204-P:**

**A. Grouping**

For convenience in readjusting the preliminary 1938 acreage allotment and yield (columns 14 and 15), work sheets should be tabulated into the following groups. Each group should be clearly marked and kept separate.

(1) Group 1 represents farms for which peanut bases were established under the 1937 agricultural conservation program.

(2) Group 2 represents farms for which bases were not established under the 1937 agricultural conservation program, but on which peanuts were produced for market during any or all of the years 1935, 1936, and 1937.

(3) Group 3 represents farms on which peanuts will be produced for market in 1938 but not in any of the years 1935, 1936, and 1937.

**B. Listing**

Farms in group 1 shall be listed without regard to any subdivision or combination since 1937 and acreage allotments shall be established at present for such farms without regard to the change in size, but will be reestablished later for such farms upon the basis of an agreement between the operators, or in the absence of an agreement, upon the basis of the cropland in the farms.

Columns 2 through 11 on Form SR-204-P shall be filled out for farms in group 2 before 1937 bases are recommended by community and county committees so that the committees will have that information readily available in making adjustments. No further adjustments will be made in individual acreage allotments for group 2 farms after the 1937 base has been established and multiplied by 90 percent.

The additional work sheets executed in 1938 should be forwarded to the State office for approval before the 1937 base is entered in columns 12 and 13 of Form SR-204-P. When the State office has approved the 1937 peanut base for group 2 farms, the county committee should adjust the individual bases to conform with the total approved by the State office. Then columns 12 through 15 of Form SR-204-P will be filled out in accordance with the instructions below. Columns 16 through 21 of Form SR-204-P will be left blank for group 2 farms.

Enter in the upper right corner of the listing sheet the group number, the State and county code, and the name of the State and county. **All entries should be made, using permanent ink or a 4-H hard-lead pencil.** The data to be entered in the columns of the listing sheet for farms in groups 1 and 2 are as follows:

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending instructions.
2. 1937 work sheet serial number--	Form SR-101.
3. Name of 1937 operator-----	Do.
4. Name of 1938 operator-----	Enter as soon as available if different from 1937 operator.
5. 1937 measured cropland-----	Line 1, column M, Form SR-101, or column K, if final adjustments have not been made.
6. 1938 cotton acreage allotment--	Form ACP-58.
7. 1938 tobacco acreage allotment.	Form SR-204-T.
8. 1937 total soil-depleting base--	Line 6, column M, Form SR-101, or column K, if final adjustments have not been made.
9. 1935 acreage-----	Line 4, column D, Form SR-101.
10. 1936 acreage-----	Line 4, column G, Form SR-101.
11. 1937 acreage-----	Line 10, Form SR-108; line 11, Form SR-113, or table 2, Form SR-101.
12. 1937 base acreage-----	Line 4, column M, Form SR-101.
13. 1937 base yield-----	Line 4, column N, Form SR-101.
14. Preliminary 1938 acreage allotment.	Will be determined by multiplying the acreage entered in column 12 by 90 percent.
15. 1938 yield-----	Will be determined by multiplying the yield in column 13 by a percentage determined in the State office.
16. Community committee's readjustment of 1938 acreage allotment.	See sec. 4.
17. Community committee's readjustment of 1938 yield.	Do.
18. Production-----	Column 16 times column 17.
19. County committee's readjustment of 1938 acreage allotment.	See sec. 4.
20. County committee's readjustment of 1938 yield-----	Do.
21. Production-----	Column 19 times column 20.
22. through 27-----	Leave blank pending instructions.

For farms in group 3 no entries will be made in columns 9 through 15 and the community committee shall enter in columns 16 and 17 its recommended acreage allotment and yield for the farm. The county committee should enter its recommended readjustment of the 1938 acreage allotment and yield in columns 19 and 20. Group 3 listing sheets together with the work sheets tabulated thereon should be forwarded to the State office for analysis. When the totals for group 3 have been approved by the State office, the listing sheet and work sheets will be returned to the county office for final adjustment, which will be entered in columns 22, 23, and 24 of Form SR-204-P by the county committee.



**SEC. 64. Community and county committee's readjustment of 1938 acreage allotment and yield.—**

(1) **Acreage allotment.**—The community and county committees in readjusting the 1938 acreage allotment shall take into consideration good soil management, tillable acreage on the farm, type of soil, topography, degree of erosion, and the acreage of peanuts for market customarily grown on the farm. The peanut acreage allotment for any farm shall be comparable with the allotments for other farms in the same community which are similar with respect to such factors. The total readjusted acreage allotments for farms in group 1 shall not exceed the total of column 14 for that group. The acreage allotments and yields for group 2 farms shall be the figures entered in columns 14 and 15. The acreage allotments and yields for group 3 farms shall not exceed the totals approved by the State committee.

(2) **Yield.**—The normal yield of peanuts for market for any farm shall be the yield which may reasonably be expected from the land devoted to the production of peanuts for market in 1938 with due consideration for type of soil, drainage, production practices, general fertility of the land, and the yield of such crop customarily secured on the farm. The average peanut yield for all farms in each group 1, 2, and 3 in any county shall not exceed the yield recommended by the county committee or the county average peanut yield established by the Secretary, whichever is smaller.

**SEC. 65. Approval and notice of individual farm acreage allotments and yields.**—After the county committee has recommended its readjustment of the 1938 acreage allotment and yield, each member should sign each listing sheet and enter the date in the spaces provided thereon. The listing sheets should then be sent to the State office for audit and for approval of final readjustments. If found to be incorrect, they should not be approved and the county office should be notified immediately so that necessary adjustments in acreage allotments and yields may be made at once. After the listing sheets have been audited and approved by the State office the county office should notify producers of the acreage allotments established for their farms.

**Part VII. INSTRUCTIONS FOR DETERMINING 1938  
GENERAL CROP ACREAGE ALLOTMENTS AND PRO-  
DUCTIVITY INDICES**

**SEC. 71. State and county office instructions in Area A.**—Form SR-204-G-A will be used in establishing general crop acreage allotments for class A farms. All work sheets for farms represented in the 1937 agricultural conservation program must be tabulated in **group 1**, after which additional 1937 work sheets executed in 1938 for farms not represented in the 1937 program must be tabulated in **group 2**. When additional 1937 work sheets for farms not represented in the 1937 program have been executed through column **K**, the data for group 2 farms will be tabulated. All data will be tabulated using permanent ink or a 4H hard lead pencil.

## A. Tabulation of Class A Farms

The group number, State and county code number, name of the county and State, and the page number will be entered in the spaces provided at the top of the listing sheet.

The acreage to be entered in columns 10 and 11 must be rounded to the nearest whole acre, fractions of five-tenths or less being dropped and more than five-tenths being considered a whole acre. The acreage to be entered in columns 17, 18, 21, and 25 shall be shown to the nearest whole acre if 10 acres or more, or if less than 10 acres shall be expressed to the nearest tenth of an acre. The figures to be entered in columns 16, 19, 22, and 26 will be expressed to the nearest whole percentage. Figures for all other columns will be entered as recorded at the source. Fractional acres should be clearly indicated by underscoring or encircling the fraction to facilitate summarization.

Columns 1 through 38 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending further instructions.
2. 1937 serial number-----	Upper right corner of 1937 work sheet, Form SR-101.
3. Name of 1937 operator---	Upper left corner of work sheet, Form SR-101.
4. Name of 1938 operator---	Enter as soon as available.
5. 1937 measured cropland--	Enter the figure from line 1, column M, Form SR-101, for <i>group 1</i> farms and the figure from line 1, column K, Form SR-101, for <i>group 2</i> farms. (The figure in column K, Form SR-101, for <i>group 2</i> farms should be adjusted in line with cropland measurements in 1937 for <i>group 1</i> farms.)
6. Restoration land acreage--	Enter the acreage of restoration land recommended by the county committee from section III, Form ACP-50.
7. 1937 total soil-depleting base acreage.	Enter the figure from line 6, column M, Form SR-101, for <i>group 1</i> farms, or the figure from line 6, column K, for <i>group 2</i> farms.
8. 1938 cotton acreage allotment.	Enter the official cotton acreage allotment established for the farm on Form ACP-58.
9. 1938 peanut, rice, or potato acreage allotment.	If used for peanuts, enter the final peanut acreage allotment established for the farm on Form SR-204-P; if used for rice, enter the figure from column 13, Form SR-204R; or if used for potatoes, enter the figure from column 21, Form SR-204F.
10. Indicated normal cotton acreage.	Enter the figure derived by multiplying the figure in column 8 by 173.5 percent.
11. Indicated normal peanut or potato acreage.	If column 9 was used for peanuts or potatoes, multiply the figure in column 9 by 111.1 percent; if column 9 was used for rice, column 11 will be left blank.
12. Indicated normal general crop acreage.	Enter the figure derived by subtracting from the figure shown in column 7 the sum of the figures shown in columns 10 and 11.
13. 1936 general crop acreage--	Enter the figure from line 5, column G, Form SR-101.
14. 1937 general crop acreage--	Enter the figure from line 2, column E, Form SR-109, for <i>group 1</i> farms. If the 1937 general crop acreage is not available for <i>group 2</i> farms, this column may be left blank.

Column number and heading	Source of information
15. 1937 general base acreage.	Enter the figure from line 1, column E, Form SR-109, for group 1 farms, or the figure from line 5, column K, Form SR-101, for group 2 farms.
16. 1937 productivity index.	Enter the figure from line 3, column E, Form SR-109, for group 1 farms, or from line 5, column L, Form SR-101, for group 2 farms.
17. Indicated 1938 acreage allotment.	Enter the figure equal to: the adjustment factor (to be supplied by the State office and entered in the heading of column 17) multiplied by the indicated normal general crop acreage as shown in column 12.
18. Community committee's adjustment of acreage allotment.	Enter the figure which the community committee determines to be equitable for the farm in accordance with subsection B below.
19. Community committee's adjustment of productivity index.	Enter the productivity index which the community committee determines to be equitable for the farm in accordance with subsection B below.
20. Productivity extension---	Enter the product derived by multiplying the figure in column 18 by the figure in column 19.
21. County committee's preliminary adjustment of acreage allotment.	Enter the figure which the county committee determines to be equitable for the farm in accordance with subsection B below.
22. County committee's preliminary adjustment of productivity index.	Enter the productivity index which the county committee determines to be equitable for the farm in accordance with subsection B below.
23. Productivity extension---	Enter the product derived by multiplying the figure in column 21 by the figure in column 22.
24. 1938 wheat acreage allotment.	Enter the final wheat acreage allotment established for the farm on Form SR-204-W.
25. County committee's final adjustment of acreage allotment.	Leave blank pending further instructions.
26. County committee's final adjustment of productivity index.	Do.
27. Productivity extension---	Do.
28. Total soil-depleting acreage allotment.	Do.
29. Cropland minus restoration acreage.	Enter the figure derived by subtracting the figure in column 6, if any, from the figure in column 5.
30. Excess acreage on farms with restoration acreage.	If the figure in column 21 is greater than the figure in column 29, enter the difference in column 30.
31 through 38-----	Leave blank pending further instructions.

### B. Executing Columns 18, 19, 21, and 22

The community and county committees will adjust the figure shown in column 17, if necessary, in establishing a general crop acreage allotment for the farm that will be equitable as compared with similar farms. The community committee will enter its adjustment of the 1938 general crop acreage allotment and productivity index for the farm in columns 18 and 19, respectively, while the county committee will enter its preliminary adjustment of such data in columns 21 and 22, respectively. The general crop acreage allotment for the farm should be established based on good soil management, tillable acreage on the farm, type of soil, topography, degree of



erosion, the acreage of general soil-depleting crops customarily grown on the farm, as well as the acreage of food and feed crops needed for home consumption on the farm, also taking into consideration 1938 acreage allotments, if any, established for cotton, peanuts, rice, and potatoes. The total of column 21 for group 1 farms, however, must not exceed the total of column 17 for such farms. The total of column 21 for group 2 farms must not exceed the maximum limit determined as outlined in subsection C below.

The community and county committees will adjust the productivity index as shown in column 16 so as to be fair and equitable as compared with the productivity indices for other farms in the county having similar soils or productive capacity, and as contrasted with other farms in the county having different soils or productive capacity. The community committee will enter its adjustment of the productivity index for each farm in column 20, while the county committee will enter its preliminary adjustment in column 22. The weighted-average productivity index for all farms tabulated in groups 1 and 2 combined shall not exceed 100 percent unless a variation therefrom is recommended by the State committee and approved by the Agricultural Adjustment Administration.

#### C. Maximum Limit for General Crop Acreage Allotment for Groups 1 and 2 Farms

The total of column 21 for group 1 farms must not exceed the total of column 17 for such farms.

For group 2 farms, summarize the data entered in column 5, and multiply such sum by the county ratio of total soil-depleting crops to cropland established for 1937. From such total subtract the total of column 10 plus column 11 for such farms, and the resulting difference must be multiplied by the percentage shown in the heading of column 17 to determine the **maximum limit** for general crop acreage allotment for group 2 farms. The total of column 21 for such farms must not exceed such limit. The total of column 5, the county ratio, the product of column 5 times the county ratio, and the maximum limit of general crop acreage allotment should be properly identified and entered at the top under the heading on the last page of the listing sheet for group 2 farms.

If an entry is made in column 30, draw a line through the entry in column 21; in such cases the figure in column 29 will be the general crop acreage allotment for the farm. The total of column 30 will be deducted from the totals of column 17 and column 21 to determine the final maximum limit for all farms tabulated on Forms SR-204-G-A.

When Forms SR-204-G-A have been completed through column 23 in accordance with the above instructions, the county committee must enter their signatures and the date thereof in the applicable space at the top of **each** listing sheet. The tabulations should then be transmitted to the State office for review and approval if found to be correct. If the State committee finds that further adjustments are necessary, columns 25, 26, and 27 shall be executed. When Forms SR-204-G-A have been approved by the State office, the county office shall notify the operator of each farm of the general crop acreage allotment established for his farm.

**SEC. 72. State and county office instructions in area B.**—Form SR-204-G-B will be used in establishing home-needs acreage in connection with the total soil-depleting acreage allotment for each class B farm. All work sheets for farms represented in the 1937 agricultural conservation program must be tabulated in **group 1**, after which additional 1937 work sheets executed in 1938 for farms not represented in the 1937 program must be tabulated in **group 2**. When additional 1937 work sheets for farms not represented in the 1937 program have been executed through column K, the data for group 2 will be tabulated on Form SR-204-G-B. All data will be tabulated using permanent ink or a 4-H hard lead pencil.

#### A. Tabulation of Class B Farms

The group number, the State and county code, the page number, the name of the county and State shall be entered in the spaces provided at the top of the listing sheet. Fractional acres in columns 10, 14, and 15 through 17 will be rounded to the nearest whole acre if the figure for the column is 10 acres or more. Fractions of five-tenths or less will be dropped and more than five-tenths will be considered a whole acre. Entries in all other columns will be made as shown in the source for the entry. Fractional acres should be clearly indicated by underscoring or encircling the fraction to facilitate accurate summarization.

For **group 2** farms columns 1 through 18 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 serial number-----	Leave blank pending further instructions.
2. 1937 serial number-----	Upper right corner of 1937 work sheet, Form SR-101.
3. Name of 1937 operator---	Upper left corner of 1937 work sheet, Form SR-101.
4. Name of 1938 operator---	Enter as soon as available.
5. 1937 cropland acreage----	Enter the figure from line 1, column M, Form SR-101, plus any acreage of farm land devoted to crops in 1937 for the first time.
6. 1938 cotton acreage allotment.	Enter the official cotton acreage allotment established for the farm on Form ACP-58.
7. 1938 tobacco or rice acreage allotment.	If used for tobacco, enter the official tobacco acreage allotment established for the farm on Form SR-204T, or if used for rice, enter the figure from column 13, Form SR-204R.
8. Peanut or potato acreage allotment or sugarcane acreage.	If used for peanuts, enter the final peanut acreage allotment established for the farm on Form SR-204-P; if used for potatoes, enter the figure from column 21, Form SR-204F; or if used for sugarcane, enter the 1937 acreage of sugarcane for sugar for the farm from line 2, column C, Form SR-109.
9. Total special crop acreage allotments. <sup>1</sup>	Enter the sum of columns 6, 7, and 8.
10. Cropland acreage available for home needs.	Enter the difference between the figure shown in column 5 and the figure shown in column 9 (or the figures shown in any column 6, 7, or 8, if column 9 has not been executed).

<sup>1</sup> Counties having only one special crop acreage allotment need not execute column 9.

Column number and heading	Source of information
11. 1936 general crop acreage.	Enter the figure from line 5, column G, Form SR-101.
12. 1937 general crop acreage.	Enter the figure from line 2, column E, Form SR-109.
13. 1937 general base acreage.	Enter the figure from line 1, column E, Form SR-109.
14. 1937 home-needs acreage.	Enter the figure from section IV, or from line 1, column E, Section VII, Form SR-109, whichever is greater.
15. Community committee's adjustment of home-needs acreage.	Enter the figure determined by the community committee to be equitable for the farms, but not in excess of the figure in column 10.
16. County committee's preliminary adjustment of home-needs acreage.	Enter the preliminary figure determined by the county committee to be equitable for the farm, but not in excess of the figure in column 10.
17. County committee's final adjustment of home-needs acreage.	Enter the final figure determined by the county committee to be equitable for the farm, but not in excess of the figure in column 10.
18. Total soil-depleting acreage allotment.	Enter the sum of the figures shown in column 9 (or any column 6, 7, or 8, if column 9 has not been executed) plus the figure in column 17.
19 through 23-----	Leave blank pending further instructions.

For **group 2** farms, columns 1 through 4, columns 6 through 11, and columns 15 through 18 will be executed in accordance with the above instructions for farms tabulated in group 1. Columns 5, 12, 13, 14, 19, 20, and 21 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
5. 1937 cropland acreage----	Enter the figure from line 1, column K, Form SR-101, plus any acreage of farm land devoted to crops in 1937 for the first time. (The figure in column K must be adjusted in line with 1937 crop-land measurements for group 1 farms.)
12. 1937 general crop acreage.	Enter the 1937 acreage of general crops as reported by the producer and as adjusted by the county committee, if available; if not available, this column may be left blank.
13. 1937 general base acreage.	Enter the figure from line 5, column K, Form SR-101.
14. 1937 home-needs acreage adjusted.	Enter the figure from column 19, as adjusted to meet the limit for home-needs acreage for group 2 farms as outlined below.
19. 1937 home-needs acreage.	Enter the figure from line 3, column G, Form SR-102.
20. Average yield of crop used in determining home-needs acreage.	Enter the figure from column F, Form SR-102.
21. Total grain requirements for the farm.	Enter the figure determined by multiplying the figure in column 19 by the figure in column 20, or the figure from line 3, column D, Form SR-102, if shown.



**B. Executing Columns 15 Through 21**

The community committee will enter its recommendation of the 1938 home-needs acreage for each farm in column 15. The county committee will enter its preliminary recommendation in column 16. The recommended home-needs acreage for the farm should be made on the basis of the food and feed requirements for home-consumption needs for the farm as shown in column 14, taking into consideration the tillable acreage on the farm, type of soil, topography, degree of erosion, the acreage of all soil-depleting crops customarily grown on the farm, the 1936 and 1937 acreage of general crops grown on the farm as shown in columns 11 and 12, respectively, as well as the 1938 acreage allotments, if any, approved by the State committee for cotton, tobacco or rice, peanuts, potatoes, or the 1937 acreage of sugarcane for sugar as shown in columns 6, 7, and 8, respectively. The home-needs acreage to be established for any farm in columns 15, 16, and 17, must not exceed the acreage of cropland available for home needs as shown in column 10.

The county office will summarize column 16 for all farms tabulated in groups 1 and 2 **separately**. If the total of column 16 does not exceed the maximum limit for group 1 farms, determined as outlined in subsection C below, and if the county committee believes that the home-needs acreage established for group 1 farms as shown in column 16 is equitable as between farms based on the above factors, column 17 need not be executed. If the total of column 16 for group 2 farms does not exceed the maximum limit, determined as outlined below for such farms, and if it is believed that the home-needs acreage established for such farms is equitable as between farms, column 17 need not be executed for group 2 farms.

Columns 19, 20, and 21 must be executed in accordance with the instructions outlined above, but **only** for farms tabulated in group 2. When these columns have been tabulated, columns 19 and 21 must be summarized. Divide the total of column 21 by the total of column 19 and enter the pounds of grain per acre resulting at the bottom of column 20 on the last page of the group 2 listing sheets. The weighted-average pounds of grain per acre must not be less than the county average yield, expressed in pounds of grain of the crop used in determining home needs. The county average yield will be supplied by the State office. If the weighted-average pounds of grain per acre determined as outlined above is the same as or slightly more than the county average, the home-needs acreage as entered in column 19 may be transferred to column 14 in determining the 1938 home-needs acreage for the farm. If the weighted-average pounds of grain per acre as determined from the total of column 21 divided by the total of column 19, however, is less than or materially in excess of the average for the county, the weighted-average pounds of grain per acre for group 2 farms should be divided by the county average and the resulting percentage, carried two places beyond the decimal point, should be multiplied by the respective entries in column 19 and the resulting acreage entered in column 14.

### C. Maximum Limit for Home-Needs Acreage

The total of column 16 for all farms tabulated on Form SR-204-G-B in group 1 and group 2, respectively, must not exceed a maximum determined for **each group** as follows:

Using a red pencil, encircle the figure in column 14 and the respective figure in column 10, if the figure in column 14 is greater than the figure in column 10. Obtain a subtotal of the encircled figures in columns 10 and 14, entering such subtotals in the box at the bottom of the respective column. From the grand total of column 14, subtract the subtotal of the encircled figures in column 14 and add to the resulting difference the subtotal of the encircled figures in column 10. The resulting figure for groups 1 and 2 will be the maximum limit for home-needs acreage for each group of farms and the total of column 17 for group 1 and group 2 farms must not exceed the maximum limit for the respective group.

When column 18 has been executed for each farm in group 1 and group 2, the county committee should enter their signatures and the date in the spaces provided on each listing sheet. Forms SR-204-G-B should then be transmitted to the State office for final review and approval, if found to be correct.

The State office shall follow the instructions outlined above in reviewing the determination of home-needs acreage allotments. If such allotments have not been correctly determined Forms SR-204-G-B shall be returned to the county office for correction.

When Forms SR-204-G-B have been approved by the State office, the county office shall notify the operator of each farm of the home-needs acreage allotment determined for his farm.









